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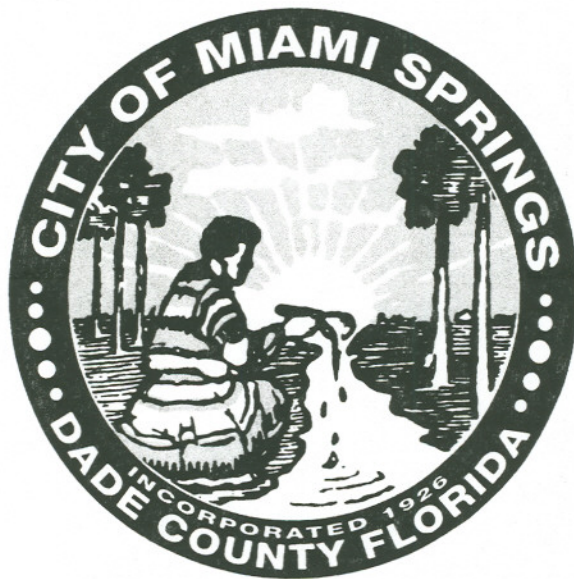
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City of
MIAMI SPRINGS
Florida

OFFICE OF CITY MANAGER
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October 31, 2001

Mayor Richard L. Wheeler and
Members of the City Council
City of Miami Springs
201 Westward Drive
Miami Springs, Florida 33166

**RE: APPROVED FY 2001-2002
OPERATING BUDGETS**

Dear Mayor Wheeler and City Council Members:

Under the provisions of Chapter 200.165 Florida Statutes and Article IX, Section 9.01(2) (a)-(e) of the City Charter, I am pleased to submit the Final Approved Operating Budgets for the General Fund, Debt Service, Special Revenue, Enterprise and Internal Service Funds for the Fiscal Year beginning October 1, 2001 and ending September 30, 2002, which Council approved on September 24, 2001.

MILLAGE RATE AND FUNDING

The Miami-Dade County Property Appraiser has certified to the City that the Current Year Adjusted Taxable Value of all Real and Personal Property in the City is \$644,324,403 (subject to appeals), up 8.056% over last year's Final Gross Taxable Value of \$596,285,617. It is against this figure that all various and sundry taxing authorities levy their millage, which results in the total tax bill for each property owner. In the past, the City's levy has accounted for only 20% of that tax bill. Also, please note that the Ad Valorem Tax is used only to fund a part of the General Fund, which this year will approximate 48% of the total.

The Fiscal Year 2000-2001 Millage Rate was 7.450 mils. Council approved a millage rate of 7.750 mils to fund the Fiscal Year 2001-2002 Budget, an increase of one-third (1/3) mils (.3). This rate will generate approximately \$4,743,838 for the General Fund, which basically covers only the Police Department Budget, with a little left over.

The following example illustrates the changes in the Ad Valorem Tax paid by a property owner under the adopted rate.

Assessed Property Values	\$100,000	\$125,000	\$150,000	\$200,000
LESS: Homestead Exemption	<u>-25,000</u>	<u>-25,000</u>	<u>-25,000</u>	<u>-25,000</u>
Taxable Value	\$ 75,000	\$100,000	\$125,000	175,000

	<u>Millage Rate</u>				
Adopted	7.750	\$ 581.25	\$ 775.00	\$ 968.75	\$1,356.25
2000-2001	7.450	\$ 558.72	\$ 745.00	\$ 931.25	\$1,303.75
<u>Difference</u>	0.300	\$ 22.53	\$ 30.00	\$ 37.50	\$ 52.50

GENERAL OBLIGATION (G.O.) BOND ISSUE DEBT SERVICE LEVY

Additionally, the City is also required to adopt a mandatory debt service millage levy of 0.6620 to meet the City's financial obligation on the General Obligation Bonds, authorized by the electorate, of which \$396,295 represents the City's FY 2001-2002 principal and interest payment on these bonds. Other expenses include paying agent fees and regulatory agency fees. This millage is a mandatory millage levy and cannot be lowered due to the regulations and covenants associated with GO Bonds.

ADOPTED BUDGETS FOR VARIOUS FUNDS

Below are the various funds comprising the City's multi-faceted budget, showing what the anticipated revenue and expenditure levels will be.

<u>Funds</u>	<u>Revenues & Reserves</u>	<u>Expense Appropriations and Reserves</u>
General Fund	\$9,266,403	\$9,266,403
Special Revenue Funds	\$2,440,474	\$2,440,474
Enterprise Funds	\$9,699,593	\$9,699,593
Internal Service Funds	\$1,639,941	\$1,639,941
Expendable Trust Funds	\$ 319,705	\$ 319,705
Debt Service Fund	\$ 396,295	\$ 396,295
Total	\$23,762,411	\$23,762,411

BUDGETARY COMMENTS

POSSIBLE CHANGES OF NOTE

The following represent areas of probable significant change over the next fiscal year that may have a major financial impact on the City and budget:

- The 30-year agreement with Miami-Dade Water and Sewer Department to sell water to the City, and the formula that determines our rates, expired in November of 1999. We have reviewed a preliminary agreement with them, but have heard nothing more. We are continuing to operate under the old agreement and rates. From all indications, the proposed wholesale water rates will be increased.
- Water and sewer line replacement needs continue to exceed our ability to pay for them.
- The unfunded liability and obligation for the City to pay \$1.5 million to relocate its utility lines on LeJeune Road as a result of the State constructing a flyover onto N.W. Okeechobee Road.
- As a result of the September 11, 2001 disasters caused by terrorists, the State of Florida expects a \$1.5 billion shortfall in revenues next fiscal year. Since our revenue estimates are conservative and this Administration has always ended each year below the approved level of expenditures, last year coming in \$700,000 below revenues, we are confident that the budget can absorb a 10% to 15% reduction in State revenues next year.

HUMAN RESOURCES

The following items will affect the City's General Employees across the board and not just this one department.

- For the ninth straight year, I have budgeted the same number of employee positions – 147 –, or less, even though the duties and responsibilities of every department have increased significantly over this period, especially for Public Works. Even so, Public Works was able to delete two positions this year when we got out of the commercial garbage business. Two more positions will be abolished in fiscal year 2002 when additional mechanized equipment is purchased.
- Council approved increasing the General Employees' Pension Fund pension factor by .05%, from 2.45% to 2.50%. This is the last of a Council approved six-year program to raise the General Employees' Pension Fund factor from 1.9% to 2.5%. An Actuarial Impact Study shows there will be no cost to the City this year. This is because of the healthy, financially sound pension system (130% funding).

- Council approved the implementation of a "DROP" Plan (Deferred Retirement Option Plan) for the General Employees' Pension Fund. The Police and Firefighters' Pension System has had the "DROP" Plan in place for over three years. An Actuarial Impact Study shows that this benefit also will have no impact on the City's finances and will cost the City nothing to implement.
- Implementation of the Cody and Associates Pay and Classification Plan. The previous Council commissioned and received a Pay and Classification Plan from Cody and Associates earlier this year. Because it was in the middle of the fiscal year, they deferred consideration and implementation until this fiscal year's budget. This study was done because, 1) 38% of our general employees are "topped out" of their pay range and have not had a pay increase in years (outside of COLA), and 2) many of these salaries are below comparable local salaries. Implementation is still pending in Fiscal Year 2002.
- The request to implement a proposed longevity pay increase for General Employees was dropped by the Administration. Police personnel, through their PBA contract, receive \$500 per year, per category, more than general employees. Now, General Employees receive: for 10-15 years service, \$500; 15-20 years, \$1,000; and for 20 and over years, \$1,250. We had recommended closing the gap by adding \$250 to each step. Forty (40) employees would be affected at a cost of \$10,000. This was deferred to next year.
- Council approved a COLA increase of 2.5% for General Employees effective October 1, 2001, and a 2.75% for the PBA (Police) effective November 1, 2001.
- Council approved an Education Reimbursement proposal with implementation policy details to be approved by Council, with the cost to be absorbed within exiting training and education budgets.

HEALTH INSURANCE

To no one's surprise, health care costs continue to rise. Our current carrier, Blue Cross-Blue Shield, has advised us that their rates will go up 16.5% on November 1, 2001, if we stay with them and keep the same level of benefits. Council has approved Staff's recommendation that the City extend the current contract one more year.

However, in order to keep the City's cost in line, and the same as last year, it will be necessary for employees to pay a greater share of these increased premiums. In order to do this we recommended, and Council has approved, paying only 35% of the dependent rate instead of 50%. The employee can choose the POS/Managed Care Plan or the less expensive HMO Plan. The employee pays everything above their allotted amount. This is the only way, short of reducing health care coverage benefits drastically, to control the City's cost of participation.

NEW PARKS MAINTENANCE DIVISION CREATED

In concurrence with the Public Services Director and the Parks and Recreation Director, Council approved the creation of a new division called Parks Maintenance, which was placed under the Parks and Recreation Director. They will maintain our three large heavily used parks: Stafford, Prince and Dove. There have been conflicts in the past about what Recreation wanted and when, and the Public Works Department not making equipment and manpower available on a timely basis. One maintenance worker position, equipment and supplies, totaling approximately \$20,000 will be transferred to Parks and Recreation to be added to their 1 ½ maintenance worker positions. Up to now we only had a Recreation Administration budget that included field maintenance costs, when they should have been broken out like we do with the various Public Works budgets.

ENTERPRISE FUNDS

Enterprise Funds are self-sufficient self-supporting single purpose funds that rely solely on the income from the rates that are charged for that function, paid by the users of that service. If they happen to have a deficit for any year, the General Fund loans money to that particular fund to cover the deficit, which must be paid back eventually.

GOLF COURSE AND COUNTRY CLUB

Since we were in a period of managerial transition on October 1, 2001, with Dubin & Associates leaving and DJB Management Company coming in, a budget was approved that is basically the same as the current budget, with the exception of reducing the expenses of the lease-purchase of equipment by \$60,000 and reducing the management fee by \$72,000. Under the new contract the management fee and the General Manager's salary have been merged. This budget will be reworked throughout the year as we generate additional information. This fund will show a deficit for the fourth straight year, ending September 30, 2001.

Per Council direction and Auditor's recommendation, the bookkeeper position at the Country Club has become an employee of the City in the Finance Department under the direction of the Finance Director. The management company and this enterprise fund, however, will continue to pay for their services.

STORMWATER UTILITY FUND

The Stormwater Utility fee will be increased back to the original level prior to being reduced in October 1997. The new rates will be \$3.67 per residential unit per month vs. \$2.95; \$29.40 per commercial acre per month vs. \$29.00; and, \$9.31 per vacant acre per month vs. \$9.00. This slight increase will generate approximately \$35,000 per year. This amount comes nowhere near funding the \$4.6 million needed to take care of all of our stormwater/flood control needs as identified by our Consultant Engineers Post, Buckley, Schuh and Jernigan in the latest Stormwater Master Plan. We will need to consider some type of borrowing to begin effectively correcting these problem areas.

SANITATION FUND

There have been no rate adjustments since 1997 when the trash portion was reduced, even though the CPI (Consumer Price Index) has increased, as well as dumping fees by the County. We currently charge our residents \$10.87 per month for garbage services and \$17.95 per month for trash services, for a total of \$28.82 per month. This will increase by \$1.48 to a new total of \$30.30 per month. The City got out of the commercial pick-up business earlier this year and eliminated two positions. With another "clam shell" bucket truck, we will eliminate another two positions. In order to implement the new more efficient mechanized system, Council approved purchasing \$326,675 in new equipment on a lease-purchase basis through the Florida League of Cities' low interest loan program.

WATER FUND

Because of the Phase 2 severe water usage restrictions imposed upon all water users in South Florida by the South Florida Water Management District, our revenues have slowed down and lagged expenses by about 25%. Earlier this year the City was forced to implement an emergency surcharge of 42% to guarantee that revenues would be sufficient to guarantee payment of the Utility Revenue Bond Issue of 1998. This surcharge was dropped by Council on October 22, 2001.

Since we have not had a water rate study since 1997, Council approved my recommendation that we immediately engage the services of Hartman & Associates, Inc. to do another study. They performed rate studies for the City in 1994 and 1997, both required for a forthcoming bond issue at that time. Their report should be completed in November.

Substantial funds are needed to replace old corroded pipes; however, only \$100,000 is again provided this year in the budget. We need to consider some type of borrowing to pay for this needed maintenance.

SEWER (WASTEWATER) FUND

Our needs to repair our sewer system continue to exceed our ability to pay for them. We have spent millions of dollars in making improvements to stop the I & I (Inflow and Infiltration) of ground water into our system, but the water just moves to another location to find another crack to slip through. As you know it costs three times as much to treat a gallon of sewage as it does a gallon of water. So it becomes very expensive to pay for treating ground water instead of sewage. The drought for the past six months and the low water table has helped, but we are once more in the rainy season and the levels are rising. Depending on what happens over the next three months this fund could end up with a \$400,000 deficit. Another thing that has not helped is the fact that Miami-Dade Water and Sewer Department did not have an operational sewer meter for eight months, so we continued to haggle over the estimated monthly bills from them. Finally, in August the newly installed sewer meter became operational and we started receiving actual reading bills.


FLEET/EQUIPMENT REPLACEMENT

We had a total need for \$548,932 in replacement and new equipment mainly for the Sanitation Division. Funded in this budget is \$130,000 for four (4) police cars and five (5) motorcycle trade-ins, as well as \$92,258 for equipment in all of the other Public Works Divisions. Council did approve utilizing the Florida League of Cities lease purchase program or one of their other low interest capital equipment purchase loan programs to acquire the equipment not fully funded in this Budget, including \$62,000 for equipment for the Golf Course.

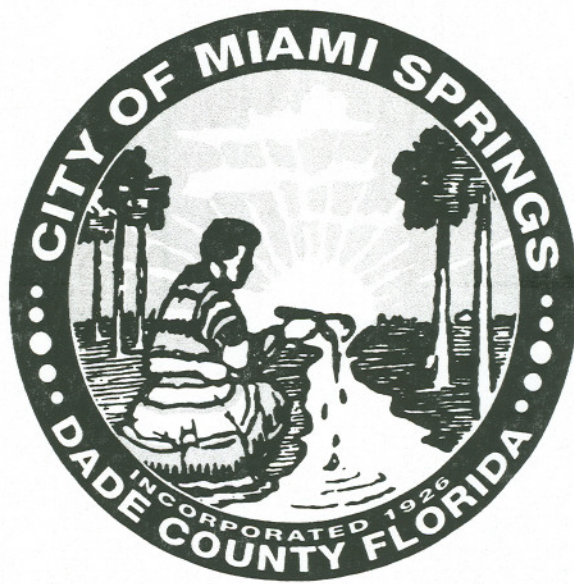
ACKNOWLEDGEMENTS

My thanks to Finance Director Charles Marshall who personally oversaw the preparation of this document. Since he was appointed Finance Director on October 1, 1999, he has stabilized the operations of the Finance Department and implemented changes to develop more accurate and timely reports. His cash management has been excellent so that we did not have to borrow temporary funds to operate the City in cash poor months. This City is very stable and sound financially; however, we still need to build up our reserve emergency fund and fund balances.

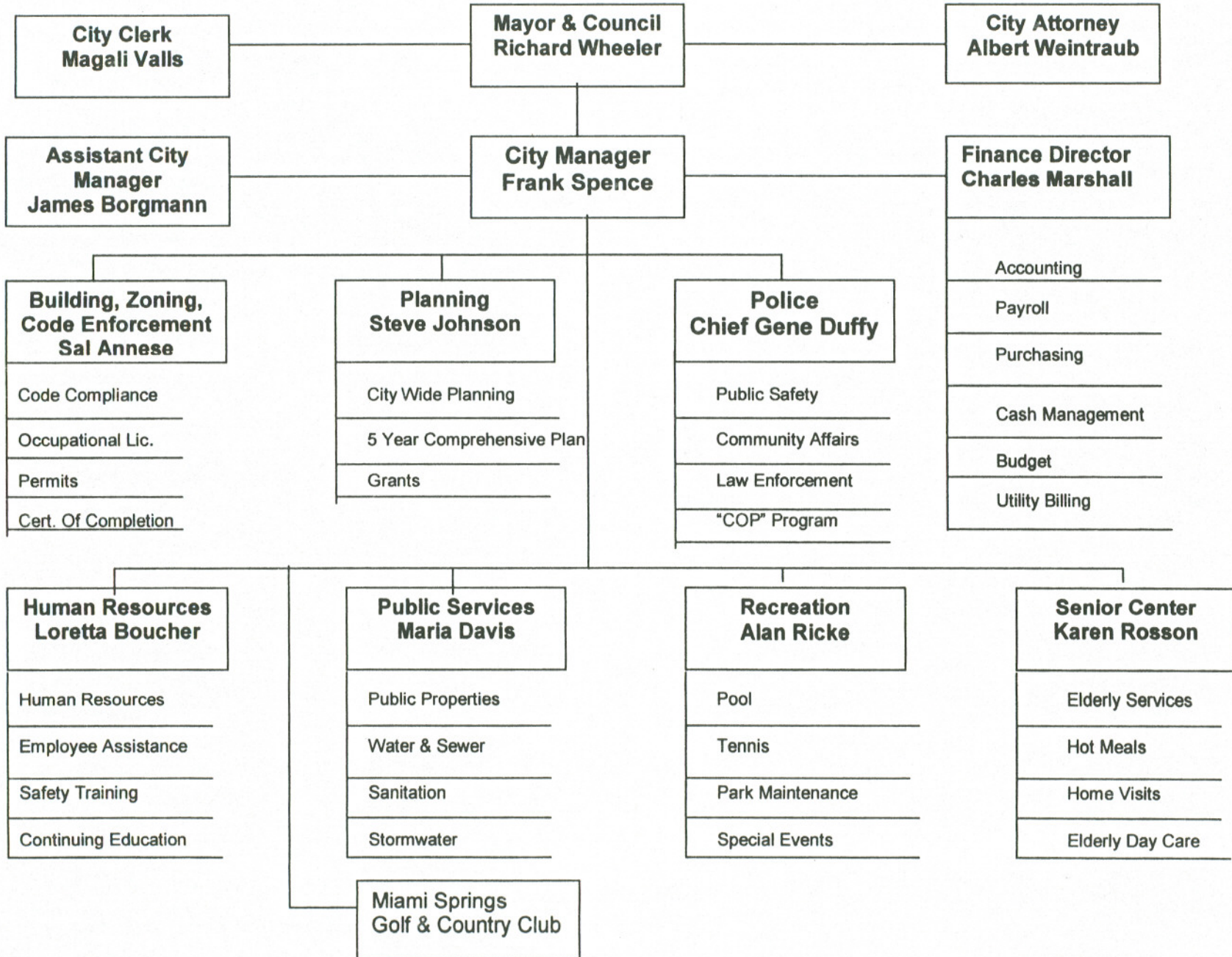
Respectfully submitted,



Frank R. Spence
City Manager



City of Miami Springs



**City of Miami Springs
Adopted Revenue FY 2001-2002**

GENERAL FUND	\$ 9,266,403
SPECIAL REVENUE FUNDS	
Excise Tax	1,750,000
Local Option Gas Tax	416,000
Senior Center	274,474
Total Special Revenue Funds	\$ 2,440,474
ENTERPRISE FUND	
Water Fund	
Water Fees-Inside City	1,320,000
Water Fees-Outside City	220,000
Tapping Fees	2,500
Penalties	14,500
Prior Year Revenue	131,785
Total Water Fund	\$ 1,688,785
Sewer Fund	
Miami Springs	4,032,381
Virginia Gardens	240,000
Sewer Connections	25,000
Total Sewer Fund	\$ 4,297,381
Sanitation Fund	
Residential	1,508,310
Recycling	145,500
Penalties	26,500
Bulk Cool. Fees	25,000
Prior Year Revenue	14,600
Total Sanitation Fund	\$ 1,719,910
Stormwater Fund	
Residential Class I	157,267
Industrial/Commercial Class II	24,000
Greenspace Class III	25,400
Other Charges	3,600
Penalties	1,000
Total Stormwater Fund	\$ 211,267
Miami Spring Golf & Country Club	\$ 1,782,250
Internal Service Funds	
Fleet	756,205
Insurance	635,777
Telecommunications	247,959
Total Internal Service Funds	\$ 1,639,941
Debt Service Fund-G.O. Bonds	\$ 396,295
Trust & Agency Funds	\$ 319,705
Total All Funds	\$ 23,762,411

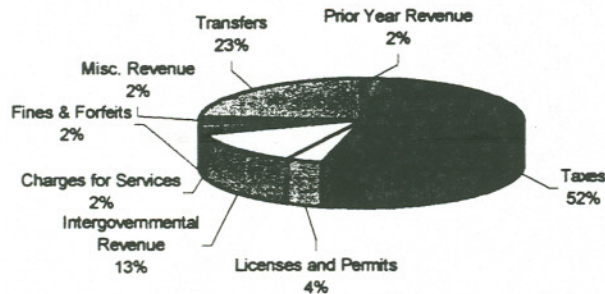
*5/20/02 Paul & Ann
noted in
Pw*

**City of Miami Springs
Revenue and Expenditure by Type
General Fund**

Revenues

	FY 99-00 Actual	FY 00-01 Amended	FY 01-02 Budgeted
Fund Balance (Prior Year Revenue)		587,721	214,900
Taxes	3,863,860	4,364,783	4,768,838
Licenses and Permits	398,037	330,554	344,315
Intergovernmental Revenue	1,146,070	1,102,529	1,166,400
Charges for Services	185,248	175,298	183,900
Fines and Forfeits	191,616	185,350	193,000
Miscellaneous Revenue	239,768	187,873	220,050
Transfers	2,175,000	2,175,000	2,175,000
Total Revenues	\$ 8,199,599	\$ 9,109,108	\$ 9,266,403

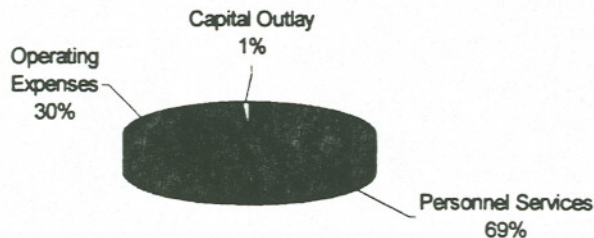
REVENUE & EXPENDITURES BY TYPE



Expenditures by Type

	FY 99-00 Actual	FY 00-01 Amended	FY 01-02 Budgeted
Personnel Services	\$ 5,498,658	\$ 5,951,718	\$ 6,333,510
Operating Expenses	2,007,094	2,952,390	2,817,893
Capital Outlay	144,899	205,000	115,000
Total Expenditures	\$ 7,650,651	\$ 9,109,108	\$ 9,266,403

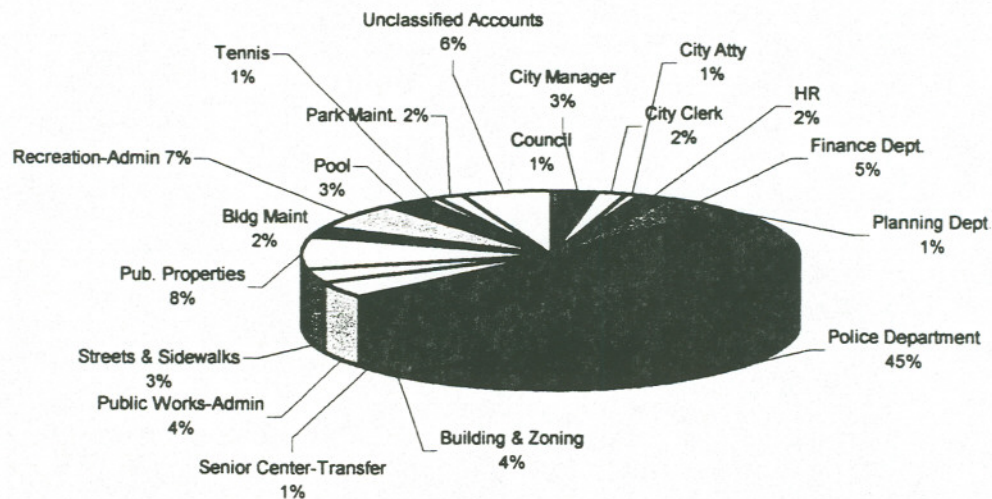
Expenditure by Type

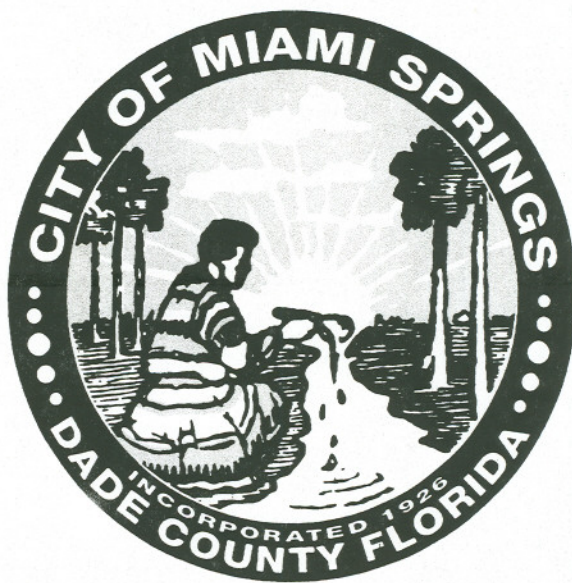


**City of Miami Springs
Expenditures by Department**

	FY 00-01	FY 01-02	PERCENT
Revenue	\$ 9,109,108	\$ 9,266,403	
Mayor and Council	50,024	49,464	-1.13%
City Manager	235,819	244,376	3.50%
City Clerk	173,491	171,920	-0.91%
City Attorney	79,500	84,500	5.92%
Human Resources	161,868	166,464	2.76%
Finance Department	418,200	451,647	7.41%
Planning Department	125,399	124,486	-0.73%
Police Department	3,956,697	4,156,784	4.81%
Building & Zoning	366,017	347,563	-5.31%
Senior Center-Transfer	172,000	120,000	-43.33%
Public Works-Administration	334,942	381,840	12.28%
Public Works-Streets & Sidewalks	260,001	311,074	16.42%
Public Works-Pub. Properties	743,034	752,747	1.29%
Public Works-Bldg Maintenance	192,367	227,273	15.36%
Recreation-Administration	698,387	630,274	-10.81%
Recreation-Pool	228,616	249,317	8.30%
Recreation-Tennis	98,575	97,465	-1.14%
Recreation-Park Maintenance	N/A	148,652	
Unclassified Accounts	814,171	550,557	-47.88%
Total General Fund	\$ 9,109,108	\$ 9,266,403	1.70%

DEPARTMENT RECAP





GENERAL FUND

**City of Miami Springs
Revenue Comparison**

Line Item Revenue	FY 98-99 Actual	FY 99/2000 Actual	FY 00-01 Amended	FY 01-02 Adm. Rec.	FY 01-02 Adopted
Ad Valorem Taxes - Current	\$3,466,732	\$3,831,268	\$4,339,783	5,172,314	4,743,838
Ad Valorem Taxes - Delinquent	83,712	32,592	25,000	25,000	25,000
Occupational Licenses - City	62,287	62,300	25,000	25,000	25,000
Occupational Licenses - County	20,372	26,323	24,000	24,000	24,000
Building Permits	125,740	84,408	70,000	85,047	85,047
Electrical Permits	52,982	28,476	24,238	29,066	29,066
Plumbing Permits	31,715	16,856	16,052	17,248	17,248
Roofing Permits	63,090	49,937	47,414	53,849	53,849
Mechanical Permits	28,088	21,747	13,500	22,855	22,855
Zoning Permits		3,450	2,750	2,750	2,750
Certification of Completions	560	1,895	2,300	2,000	2,000
Structural Permits	10,550	10,950	11,500	7,500	7,500
Other Permits	98,667	91,695	93,800	75,000	75,000
2-cent Cigarette Tax	14,619	12,209	11,792	11,500	11,500
2/3-cent Cigarette Tax (Rev. Shr)	190,932	186,638	168,500	166,000	166,000
8-cent Motor Fuel Tax	107,952	108,433	104,338	133,000	133,000
Alcoholic Beverage License	11,090	9,518	8,052	8,500	8,500
1/2-cent Sales Tax	708,203	777,792	761,290	800,000	800,000
Gas Tax Rebate	7,323	10,089	10,057	8,900	8,900
School Crossing Guards	23,662	39,235	38,500	38,500	38,500
Other Fees	1,750	2,156		3,000	3,000
Program Activity Fees	16,211	12,026	14,500	14,500	14,500
Full-day Day Care	127,170	115,456	92,500	95,000	95,000
Swimming Pool Admissions	29,799	30,399	30,000	30,000	30,000
Tennis Fees	8,530	3,908	5,500	6,000	6,000
Vending Machines	3,246	748	1,200	2,000	2,000
Fireworks-VG			2,000	2,000	2,000
Tennis Lessons	0	7,033	5,000	5,500	5,500
Tennis Merchandise	0	602	619	800	800
Tennis Memberships	376	3,274	9,743	7,000	7,000
Miscellaneous Charges for Serv	5,704	3,626	4,768	6,000	6,000
Copies & Other Charges	3,623	2,011	2,968	3,500	3,500
Lien Search	(344)	6,165	6,500	8,600	8,600
Clerk of the Court - Fines	162,057	190,916	185,000	188,000	188,000
Code Enforcement tickets	1,050	350	350	2,500	2,500
Disabled Parking tickets	4,248		2,500	2,500	2,500
Interest - Checking	38,537	58,623	62,000	55,000	55,000
Interest - State Board	70,575	104,529	98,000	104,000	104,000
Interest - Tax Collections	10,489	11,284	0	3,200	3,200
Rent - Metro Fire	8,081	7,363	6,000	7,800	7,800
Rent - Dade Co. Library	1,376	8,253	8,250	8,250	8,250
Rent - Bus Benches	0	1,158	1,200	4,000	4,000
Rent - Recreational Facilities	3,340	1,275	450	1,500	1,500
Sprint Tower				27,500	27,500
Surplus sale of equipment	19,831	41,317	3,423	3,000	3,000
Other Miscellaneous	38,487	729		2,000	2,000
Returned check charges	4,294	5,237	6,000	3,800	3,800
ITF - Excise Taxes	1,683,574	1,700,000	1,700,000	1,750,000	1,750,000
ITF - Water Admin Fee	209,250	200,000	200,000	200,000	200,000
ITF - Sewer Admin Fee	259,250	150,000	150,000	150,000	150,000
ITF - Sanitation Admin Fee	75,000	75,000	75,000	75,000	75,000
ITF - Stormwater Admin Fee	50,000	50,000	50,000	50,000	0
Fund Balance			367,507	211,899	214,900
TOTALS >>>	\$7,965,098	\$8,199,599	\$8,888,894	\$9,741,878	\$9,266,403

City Council

Mission Statement

The mission of the City Council is to provide leadership and direction to the City's future, to assure the present and future fiscal integrity of the municipal government, to represent the interests of the residents of the City, and to promote quick, courteous responses to residents' problems.

City Council

The City Council of the City of Miami Springs is comprised of an elected Mayor and four elected Council members. These individuals serve in the capacity of elected officials for the voters of the City and act as the legislative body of the municipality. Terms are for two years and members may serve for four consecutive terms.

The body is elected to lead, direct and provide policy for the administration. Additionally, the body is responsible to establish laws, regulations, set millage rates, adopt budgets, appropriate funds and other legislative matters. To ensure continuity, the Council appoints citizens to serve as advisors to eight permanent boards, two retirement systems and various Ad Hoc advisory committees.

Regular council meetings are held the second and fourth Mondays of each month - excluding July. Special sessions are also held in August to discuss budget and other matters of critical importance.

Goals and Objectives

Goal: Represent the citizens of Miami Springs in an effective and efficient manner through policy making that meets and anticipates the needs of the City.

Objective: Meet regularly to discuss and decide current issues within the City and allow citizens a forum to participate in the policies affecting their City.

Goal: Enhance community spirit and promote community involvement through use of City boards and committees.

Objective: Support all City boards and committees and ensure that all vacant posts are filled.

Budget Highlights or Modifications

There are no major changes or modifications in the FY 2001-2002 Budget

**MAYOR AND CITY COUNCIL
Expenditure Detail**

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
PERSONNEL						
Executive Salaries	\$31,800	\$31,800	\$31,800	\$31,800	\$31,800	\$31,800
Payroll Taxes	2,433	2,433	2,433	2,433	2,433	2,433
Workers' Compensation	2,324	2,737	2,868	5,408	5,408	5,408
<i>Total Personnel Costs</i>	\$36,557	\$36,970	\$37,101	\$39,641	\$39,640	\$39,640
OPERATING						
Travel & Related Costs	1,177	1,218	1,700	3,200	3,200	1,700
Printing & Binding	293	118	350	0	0	0
Office Supplies	138	220	250	0	0	0
Dues, Memberships & Subsc.	2,164	2,237	3,000	3,000	3,000	3,000
Training & Education	0	0	0	0	0	0
ISF: Liability Insurance	0	0	3,315	3,704	3,315	3,285
ISF: Fleet Maintenance	3,900	3,102	0	0	0	0
ISF: Computers/Communications	1,566	1,449	1,808	1,838	1,838	1,838
<i>Total Operating Costs</i>	\$9,238	\$8,344	\$10,423	\$11,742	\$11,353	\$9,823
CAPITAL OUTLAY						
Machinery & Equipment	0	0	2,500	0	0	0
<i>Total Capital Outlay</i>	\$0	\$0	\$2,500	\$0	\$0	\$0
TOTAL EXPENSES	\$45,795	\$45,314	\$50,024	\$51,383	\$50,994	\$49,464

Position Detail

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
Mayor	1	1	1	1	1	1
City Council members	4	4	4	4	4	4
DEPARTMENT TOTAL	5	5	5	5	5	5

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City Manager

Mission Statement

The mission of the City Manager's office is to implement City Council policies; to oversee all departmental activities, enabling and supporting the departments as they work in the best interests of our community; to instill the City's vision statement among our employees and to foster an outstanding level of service at a reasonable cost.

City Manager

The City Manager is the Chief Administrative Officer of the City. The office of the City Manager is responsible for implementing the policies mandated by the Mayor and City Council. The City Manager is also responsible for the direction of all City departments and functions. The office is governed by Article IV of the City Charter. Responsibilities include: enforcement of all rules, regulations and policies; preparation and submission of annual operating budgets; ensuring the fiscal integrity of the City; monitoring all contracts; administrative positions; capital projects; and other directives of the Mayor and City Council.

The Manager acts as an ex-officio member to all City boards, committees and pension boards as a liaison.

Goals and Objectives

Goal: Provide professional administration of policies and programs established by the City Council.

<p>Objective: Review all agenda items being presented to the City Council and attend all Council meetings.</p>

Goal: Provide leadership in the daily administration of the City government and assure fair and consistent treatment to all employees and customers of the City.

<p>Objective: Respond to all inquiries, both internal and external, in a courteous and timely manner.</p>
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Budget Highlights or Modifications

There are no major changes or modifications in the FY 2001-2002 Budget

OFFICE OF THE CITY MANAGER
Expenditure Detail

	FY 98/99	FY 99/2000	FY 2000-01	FY 2001-02	FY 2001-02	FY 2001-02
	Actual	Actual	Amended	Dept Req	Adm Req	Adopted
PERSONNEL						
Salaries	\$166,021	\$148,780	\$150,556	\$ 158,300	\$ 158,300	\$ 156,770
Overtime	3,381	2,632	3,500	3,500	3,500	3,500
Payroll Taxes	12,287	11,364	10,785	12,110	12,110	12,015
Pension & Retirement	20,650	17,765	18,091	18,110	18,110	18,110
Health Insurance	6,906	8,594	9,260	9,260	9,260	9,260
Workers' Compensation	2,788	3,284	3,441	6,489	6,489	6,489
<i>Total Personnel Costs</i>	\$212,033	\$192,419	\$195,633	\$207,769	\$ 207,769	\$ 206,144
OPERATING						
Professional Services	0	0	0	0	0	0
Travel & Related Costs	9,745	14,745	15,900	15,900	15,900	14,900
Communications & Freight	136	31	200	200	200	200
Printing & Binding	1,254	533	500	500	500	500
Office Supplies	847	553	2,053	2,000	2,000	2,000
Dues, Memberships & Subsc.	1,518	2,200	3,250	3,000	3,000	3,000
Training & Education	0	639	1,200	1,200	1,200	1,200
ISF: Liability Insurance	4,108	4,153	3,596	3,733	3,784	3,733
ISF: Computers/Communications	8,244	10,007	12,487	12,699	12,699	12,699
<i>Total Operating Costs</i>	\$26,660	\$32,896	\$40,186	\$39,232	\$39,283	\$38,232
TOTAL EXPENSES	\$238,693	\$225,315	\$235,819	\$247,001	\$247,052	\$244,376

Position Detail

	FY 98/99	FY 99/2000	FY 2000-01	FY 2001-02	FY 2001-02	FY 2001-02
	Actual	Actual	Amended	Dept Req	Adm Req	Adopted
City Manager	1	1	1	1	1	1
Assistant City Manager	1	1	1	1	1	1
Executive Secretary	1	1	1	1	1	1
DEPARTMENT TOTAL	3	3	3	3	3	3

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City Clerk

Mission Statement

The mission of the City Clerk's office is commitment to the service of the City Council, City departments and all the citizens of Miami Springs by providing accurate, and unbiased records of all municipal proceedings, and in the retrieval of these records in a courteous and expeditious manner, providing the means for citizens to participate in local government and together build a more harmonious community in which to live.

City Clerk

The Office of the City Clerk is responsible for officially maintaining all records and minutes of the City.

The Office of the City Clerk is responsible for conducting all City elections F.S.S.106 and City Charter 8.02(1) and for preserving all permanent records, ordinances, resolutions, proclamations, minutes, contracts, historical documents and other official records in compliance with F.S.S. Chapter 119 and Charter 8.02 (4).

The City Clerk serves as Records Management Liaison Officer (RMLO) to all City departments as needed. With the Mayor and City Manager, the Clerk attests all official City documents and records the appropriate document with the Clerk of the Court (Charter 8.02).

The City Clerk's office attends, records and transcribes minutes of all City Council meetings, in a timely fashion, as well as a summary of actions for proper follow-up by all departments. The City Clerk also provides notary, information and referral services to the general public to enhance community relations.

Goals and Objectives:

Goal: Provide for and ensure the accurate and unbiased compilation and maintenance of the legislative history of the official actions and documents of the City of Miami Springs.

<p>Objective: (1) Compile and distribute all agenda documents for the City Council meetings, special meetings, and advisory boards and attend meetings and (2) Transcribe accurate minutes of proceedings in accordance with established procedures and time frames.</p>

Goal: To serve as a principle contact for citizen inquires and inform the residents of the actions of the City using the most current means and methods.

<p>Objective: Provide effective and courteous customer service within targeted response times: walk-ins immediate; telephone inquires within 24 hours; written requests within two to three days.</p>
--

Budget Highlights or Modifications

Machinery & Equipment includes \$3,000 for a new transcriber machine.

OFFICE OF THE CITY CLERK
Expenditure Detail

	FY 98/99	FY 99/2000	FY 2000-01	FY 2001-02	FY 2001-02	FY 2001-02
	Actual	Actual	Amended	Dept Req	Adm Req	Adopted
PERSONNEL						
Salaries	\$81,852	\$87,629	\$93,877	\$102,182	\$104,640	\$101,686
Overtime	954	773	1,750	1,750	1,750	1,750
Payroll Taxes	6,335	6,561	7,239	7,951	8,139	7,913
Pension & Retirement	2,766	3,021	2,176	2,555	0	0
Health Insurance	7,128	9,999	10,000	11,600	10,000	10,000
Workers' Compensation	1,859	2,189	2,294	4,326	4,326	4,326
<i>Total Personnel Costs</i>	\$100,894	\$110,172	\$117,336	\$130,363	\$128,854	\$125,675
OPERATING						
Professional Services	0	74	0	0	0	0
Contractual Services	3,175	1,305	10,455	8,000	8,000	5,000
Travel & Related Costs	704	309	750	750	750	750
Repairs & Maintenance	1,343	1,160	1,625	1,625	1,625	1,625
Printing & Binding	4,328	2,190	4,943	3,950	3,950	3,950
Advertising	5,135	8,409	15,126	16,000	15,000	15,000
Office Supplies	1,265	659	1,839	1,500	1,500	1,500
Operating Supplies	5,722	2,108	9,044	4,500	4,500	4,500
Dues, Memberships & Subsc.	1,525	1,712	1,409	1,435	1,300	1,300
Training & Education	411	140	600	600	600	600
ISF: Liability Insurance	2,739	2,244	2,397	2,679	2,523	2,489
ISF: Computers/Communications	5,023	5,146	6,422	6,531	6,531	6,531
<i>Total Operating Costs</i>	\$31,388	\$25,487	\$54,610	\$47,570	\$46,279	\$43,245
CAPITAL OUTLAY						
Machinery & Equipment	293	0	1,545	3,000	3,000	3,000
<i>Total Capital Outlay</i>	\$293	\$0	\$1,545	\$3,000	\$3,000	\$3,000
TOTAL EXPENSES	\$132,575	\$135,659	\$173,491	\$180,933	\$178,133	\$171,920

Position Detail

	FY 98/99	FY 99/2000	FY 2000-01	FY 2001-02	FY 2001-02	FY 2001-02
	Actual	Actual	Amended	Dept Req	Adm Req	Adopted
City Clerk	1	1	1	1	1	1
Deputy City Clerk	1	1	1	1	1	1
DEPARTMENT TOTAL	2	2	2	2	2	2

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City Attorney

Mission Statement

The mission of the City Attorney's office is to provide competent legal advice and counsel to City officials and administration in a timely manner and zealously represent the City's interest and positions in negotiations and litigation.

City Attorney

The office of the City Attorney reflects the direct charges associated with the contractual services provided by the City's legal counsel. Miami Springs, not having a large enough demand for an internal legal staff, contracts all legal services with the firm of Weintraub, Weintraub, Seiden & Orshan.

The firm, through its partners, represents the City on all legal matters including, but not limited to, attendance at all regular and special council meetings, planning and zoning boards, and Board of Adjustment meetings. Additionally, the office is responsible for coordinating responses and initiating all legal opinions, litigatory matters and applications of all federal, state, county, and local rules, regulations, ordinances, resolutions, or other statutory matters.

Goals and Objectives:

Goal: Provide competent legal advice and council in a timely manner to City Officials and administration.

Objective: Provide legal advice through attendance at meetings and workshops and by responding to all inquiries in a timely manner.
--

Objective: Review, draft and negotiate contracts and agreements between the City and other entities or persons in a timely manner.

Budget Highlights or Modifications

There are no major changes or modifications in the FY 2001-2002 Budget

OFFICE OF THE CITY ATTORNEY
Expenditure Detail

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
PERSONNEL						
Salaries	\$46,940	\$64,192	\$0	\$0	\$0	\$0
Payroll Taxes	0	0	0	0	0	0
Pension & Retirement	0	0	0	0	0	0
Health Insurance	0	0	0	0	0	0
Workers' Compensation	0	0	0	0	0	0
<i>Total Personnel Costs</i>	<i>\$46,940</i>	<i>\$64,192</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
OPERATING						
Professional Services	10,194	7,042	78,500	85,500	85,500	83,500
Dues, Memberships & Subsc.	1,098	862	1,000	1,000	1,000	1,000
<i>Total Operating Costs</i>	<i>\$11,292</i>	<i>\$7,904</i>	<i>\$79,500</i>	<i>\$86,500</i>	<i>\$86,500</i>	<i>\$84,500</i>
TOTAL EXPENSES	\$58,232	\$72,096	\$79,500	\$86,500	\$86,500	\$84,500

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Human Resources

Mission Statement

The mission of the Human Resources Department is to provide the City of Miami Springs, its citizens and its employees, the highest standard of excellence in the administration of a comprehensive personnel program. Central to the mission of this department is the responsibility of providing equal employment opportunity in advancing ethical and effective public personnel management in the area of recruitment, selection, training and the advancement of qualified employees.

Human Resources

Human Resources administers a comprehensive personnel program that includes: recruitment, selection, wage and salary administration, employee relations and staff development training programs for City employees. The department advises and counsels City employees on personnel matters. Department staff are responsible for general personnel administration, staff and program development, and collective bargaining with the union and the administration of the Civil Service System. The department is also responsible for risk management and worker's compensation insurance.

Goals and Objectives:

Goal: Develop and maintain effective, positive employee relations.

<p>Objective: (1) Provide for the general administration of the personnel policies and employee relations activities of the City including adherence to the Americans with Disabilities Act and (2) Negotiate labor agreements and assist in the processing of employee grievance and disciplinary actions.</p>
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Goal: Develop and maintain organization productivity and employee effectiveness.

<p>Objective: Provide cost effective training programs for employees.</p>
--

<p>Objective: Have the City of Miami Springs administrative policies and procedures and Civil Service rules and regulation revisions completed within one month after notification of any legislative changes affecting existing policy or administration of a policy.</p>

Budget Highlights or Modifications

Advertising expense has been increased due to additional advertising and rising cost of advertisements.

HUMAN RESOURCES DEPARTMENT
Expenditure Detail

	FY 98/99	FY 99/2000	FY 2000-01	FY 2001-02	FY 2001-02	FY 2001-02
	Actual	Actual	Amended	Dept Req	Adm Req	Adopted
PERSONNEL						
Salaries	\$79,688	\$85,136	\$86,787	\$89,080	\$89,507	\$88,648
Overtime	148	268	500	500	500	500
Payroll Taxes	6,108	6,520	6,677	6,853	6,886	6,820
Pension & Retirement	2,850	2,853	2,008	2,227	0	0
Health Insurance	4,616	7,862	9,900	9,900	9,900	9,900
Workers' Compensation	2,324	2,189	2,868	4,326	4,326	4,326
<i>Total Personnel Costs</i>	\$95,734	\$104,828	\$108,740	\$112,886	\$111,118	\$110,194
OPERATING						
Professional Services	11,191	11,700	21,000	33,500	21,500	21,500
Contractual Services	235	-	250	0	0	0
Travel & Related Costs	0	515	400	1,500	1,500	1,500
Communications & Freight	27	18	100	100	100	100
Repairs & Maintenance	0		250	100	100	100
Printing & Binding	1,374	537	1,500	350	350	350
Advertising & Promotions	5,525	8,323	10,000	14,000	14,000	14,000
Office Supplies	734	556	1,024	2,000	1,500	1,500
Operating Supplies	538	1,153	2,272	2,250	1,200	1,200
Dues, Memberships & Subsc.	2,168	1,887	2,000	2,000	2,000	2,000
Training & Education	3,946	651	5,500	5,500	5,000	5,000
ISF: Liability Insurance	3,519	2,244	2,410	2,679	2,523	2,489
ISF: Computers/Communications	5,023	5,146	6,422	6,531	6,531	6,531
<i>Total Operating Costs</i>	\$34,280	\$32,730	\$53,128	\$70,510	\$56,304	\$56,270
TOTAL EXPENSES	\$130,614	\$138,668	\$161,868	\$183,396	\$167,422	\$166,464

Position Detail

	FY 98/99	FY 99/2000	FY 2000-01	FY 2001-02	FY 2001-02	FY 2001-02
	Actual	Actual	Amended	Dept Req	Adm Req	Adopted
Personnel Director	1	1	0	0	0	0
Human Resource Director	0	1	1	1	1	1
Human Resource Specialist	0	0	1	1	1	1
<i>Total of Full-time employees</i>	1	2	2	2	2	2
<i>Part-time Employees:</i>						
Clerical Assistant	1	0	0	0	0	0
DEPARTMENT TOTAL	2	2	2	2	2	2

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Finance Department

Mission Statement

The mission of the Finance Department is to develop and manage appropriate financial services, programs, and resources as efficiently and effectively as possible and to communicate the results of these efforts in a timely manner to internal and external customers of the City.

Finance Department

The Finance Department is responsible for overseeing the financial operations that include: accounts payable, accounts receivable, audits, budget, capital projects accounting, cash management, collections debt administration, financial analysis, financial reporting and accounting, fixed asset reporting, payroll and revenue forecasting and monitoring.

The department ensures that surplus funds are properly invested to maximize returns on cash for operations.

The department is responsible for utility billing, collections, customer service and accounts receivable collections for the water, sewer, sanitation and storm water funds.

Goals and Objectives:

Goal: Maintain on-line, current, monthly and annual reports to monitor actual revenues and expenditures of the City in comparison to established and approved budgets and report on actions taken to provide acceptable financial results.

Objective: Process accurate financial transactions, reports, analysis and customer assistance in a timely manner as prescribed by federal, state and local laws.

Goal: Improve current internal deficiencies and monitor policy compliance by conducting internal (compliance) audits of the financial operations and schedule training in various procedures.

Objective: Conduct at least two internal (compliance) audits and three training sessions by September 2002.
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Goal: Maintain accounts payable, payroll processes and procedures in accordance with federal, state, and local guidelines.

Objective: Ensure timely and accurate issuance of all vendor checks and bi-weekly payroll disbursements.

Budget Highlights or Modifications

The position of Finance Clerk II was reclassified to Finance Clerk III.

The position of Finance Clerk I was reclassified to Finance Clerk II

A new position for a Finance Clerk I is included and will be assigned to the Golf Course.

FINANCE DEPARTMENT
Expenditure Detail

	FY 98/99	FY 99/2000	FY 2000-01	FY 2001-02	FY 2001-02	FY 2001-02
	Actual	Actual	Amended	Dept Req	Adm Req	Adopted
PERSONNEL						
Salaries	\$ 267,729	\$ 223,465	\$ 213,059	\$ 282,215	\$ 286,393	\$ 236,828
Part Time Year Round	8,783	18,149	25,652	25,652	25,652	25,662
Overtime	5,053	3,440	3,500	2,000	2,000	2,000
Payroll Taxes	20,100	22,069	19,141	23,552	23,871	20,233
Pension & Retirement	11,355	16,700	15,575	19,312	7,145	7,145
Health Insurance	15,813	17,975	20,214	23,448	20,214	20,214
Workers' Compensation	6,041	8,283	8,473	19,467	19,467	19,467
<i>Total Personnel Costs</i>	\$334,874	\$310,081	\$305,614	\$395,646	\$ 384,743	\$ 331,550
OPERATING						
Professional Services & Audit Fees	40,000	30,000	35,000	45,000	45,000	45,000
Contractual Services	22,166	11,350	1,000	1,000	1,000	1,000
Travel & Related Costs	1,391	3,110	1,750	1,500	1,500	700
Communications & Freight	1,272	318	200	200	200	200
Repairs & Maintenance	686	452	1,500	1,500	1,500	1,500
Rentals & Lease	1,613	2,916	8,500	8,500	8,500	7,000
Printing & Binding	8,723	8,501	3,660	3,500	3,500	3,500
Advertising & Promotions	1,530	5,653	3,500	3,500	3,500	3,000
Office Supplies	7,954	12,212	13,321	15,000	14,000	14,000
Operating Supplies	1,361	2,494	5,000	5,000	5,000	5,000
Dues, Memberships & Subsc.	2,140	1,135	1,800	1,500	1,500	1,500
Training & Education	1,154	1,531	500	500	500	500
ISF: Liability Insurance	11,735	9,595	10,252	10,642	10,789	10,642
ISF: Computers/Communications	20,801	21,319	26,603	30,555	30,555	26,555
<i>Total Operating Costs</i>	\$122,526	\$110,586	\$112,586	\$127,897	\$127,044	\$120,097
TOTAL EXPENSES	\$457,400	\$420,667	\$418,200	\$523,543	\$511,786	\$451,647

Position Detail

	FY 98/99	FY 99/2000	FY 2000-01	FY 2001-02	FY 2001-02	FY 2001-02
	Actual	Actual	Amended	Dept Req	Adm Req	Adopted
Finance Director	1	1	1	1	1	1
Assistant Finance Director	1	1	1	1	1	1
Administrative Assistant III	1	1	1	1	1	1
Finance Clerk II	2	3	2	2	2	2
Finance Clerk I	1	0	1	1	1	1
Purchasing Agent/ Contracts Admin	0	0	0	1	1	0
Staff Accountant	0	1	1	1	1	1
Finance Clerk III	0	0	0	1	1	1
System Manager	1	1	1	1	1	1
<i>Total of Full time employees</i>	7	8	8	10	10	9
<i>Part-time Employee</i>						
Clerical Assistant	2	2	2	2	2	2
DEPARTMENT TOTAL	9	10	10	12	12	11

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Planning Department

Mission Statement

**To guide the physical development of the City in a manner that will
preserve its unique characteristics and enhance the quality of life for
the City's present and future residents.**

Planning Department

The Planning Department is responsible for general community-wide policy and program planning, as mandated by state law. This effort involves close intergovernmental coordination, particularly with county agencies, the South Florida Regional Planning Council and state agencies such as the Departments of Community Affairs, Environmental Protection and Transportation. Related to this general mission, the department provides research and recommendations on land use, community facilities/services and transportation matters to the City Manager, City Advisory and Quasi-Judicial Boards, and the City Council.

Goals and Objectives:

Goal: Provide planning services consistent with, and in support of the City's official goals for future land use, transportation, housing, infrastructure, conservation, recreation and open space, intergovernmental coordination and capital improvements, as articulated in the comprehensive plan.

Objective: Perform planning service for the development of a plan for downtown revitalization, canal bike path and landscaping Linear Park project.

Objective: Perform planning services necessary to install a local Geographic Information System (GIS) and provide an interface with the Metro-Dade/FPL GIS.

Objective: (1) Perform planning services with the Metropolitan Planning Organization and the Florida Department of Transportation to formulate plans for surface transportation improvements in northwest Miami-Dade County that are consistent with the City's goals and objectives. (2) Seek a final resolution of issues relating to new bridges over the Miami River and the Iron Triangle and Expressway Connector.

Budget Highlights or Modifications

The part time Administrative Assistant is changed to a part time Planning Technician.

The professional fees include cost GIS maps and related cost.

PLANNING DEPARTMENT
Expenditure Detail

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
PERSONNEL						
Salaries	\$72,890	\$73,324	\$76,760	\$67,017	\$67,017	\$66,370
Part Time Year Round	0	0	0	15,000	15,000	15,000
Payroll Taxes	5,578	5,383	5,873	6,274	6,274	6,225
Pension & Retirement	2,299	2,496	1,765	1,675	0	0
Health Insurance	3,030	4,340	3,960	4,594	3,960	3,960
Workers' Compensation	1,859	2,189	2,294	4,326	4,326	4,326
<i>Total Personnel Costs</i>	\$85,656	\$87,732	\$90,652	\$98,887	\$96,577	\$95,881
OPERATING						
Professional Services	0	0	6,150	10,000	10,000	10,000
Contractual Services	3,675	849	0	0	0	0
Travel & Related Costs	235	297	550	550	550	550
Communications & Freight	15	146	495	495	495	495
Utility Services	0	0	300	0	0	0
Repairs & Maintenance	65	65	100	0	0	0
Rentals & Lease	4,880	4,400	2,400	0	0	0
Printing & Binding	3,355	452	2,900	4,000	4,000	4,000
Office Supplies	1,323	1,332	2,956	2,340	2,340	2,340
Operating Supplies	603	2,850	4,782	3,000	3,000	3,000
Dues, Memberships & Subsc.	1,042	540	1,009	1,000	1,000	1,000
Training & Education	1,363	135	2,500	2,500	2,500	2,500
ISF: Liability Insurance	2,739	1,683	1,798	1,866	1,892	1,866
ISF: Computers/Communications	2,431	2,249	2,807	2,854	2,854	2,854
<i>Total Operating Costs</i>	\$21,726	\$14,998	\$28,747	\$28,606	\$28,631	\$28,605
CAPITAL OUTLAY						
Machinery & Equipment	0	0	6,000	0	0	0
<i>Total Capital Outlay</i>	\$0	\$0	\$6,000	\$0	\$0	\$0
TOTAL EXPENSES	\$107,382	\$102,730	\$125,399	\$127,492	\$125,209	\$124,486

Position Detail

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
City Planner	1	1	1	1	1	1
Administrative Assistant II	0.5	0.5	0.5	0	0	0
<i>Total of Full time employees</i>	1.5	1.5	1.5	1	1	1
<i>Part-time</i>						
Planning Technician	0	0	0	0.5	0.5	0.5
DEPARTMENT TOTAL	1.5	1.5	1.5	1.5	1.5	1.5

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Police Department

Mission Statement

We are committed to improving the quality of life, promoting peace, and resolving problems through an ongoing partnership with the community we serve. We will endeavor to accomplish this by striving to provide a Personalized Police Service to the people of the City of Miami Springs. Our efforts will be guided and supported by these organizational values:

Service Integrity Trust Respect Partnership Quality
Innovation

Police Department

The Police Department is responsible for protecting the lives and property of the residents, businesses and visitors of the City. The Department preserves the peace, prevents crime, detects and arrests offenders, regulates and controls traffic and enforces all related federal, state, county, local and other regulatory rules, regulations, laws and ordinances.

The department is also responsible, both through the General and Law Enforcement Trust Funds, to operate the Community Policing Office (CPO), the School Crossing Guard program, and other special law-enforcement programs related to the Department of Justice and other agencies.

Additionally, the department works closely with other regional agencies to ensure that public safety matters are addressed and implements specialized enforcement efforts including HIDTA, COPS-MORE, the VIN Program and others as identified.

Goals and Objectives:

Goal: Enhance and continue efforts to deliver "Personalized Police Service" to the City of Miami Springs.

Objective:	Increase the commitment to addressing the enormous traffic problems and the many legitimate complaints made by residents and enhance the ability to provide traffic safety in the community.
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Objective:	Continue commitment to combating the drug problem through interagency cooperation by the assignment of a Police Officer to the South Florida High Intensity Drug Trafficking Area (HIDTA Program)
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Goal: Become more involved in Community Policing to further the relationship between the police and citizens of the community.

Objective:	Regenerate efforts with the goal of increasing the number of Crime Watch neighborhoods and reaffirm our commitment and efforts towards Business Crime Watch.
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Budget Highlights or Modifications

Four new police cars with accessories and four motorcycles are included in the Fleet Maintenance expense. Total cost is \$141,771.

**POLICE DEPARTMENT
Expenditure Detail**

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
PERSONNEL						
Executive Salaries	\$322,415	\$335,404	\$364,110	\$385,666	\$385,666	\$383,387
Regular Salaries	1,751,523	1,834,507	1,927,071	2,021,482	2,021,482	2,011,734
Police Dept Civilians	309,998	337,501	374,266	412,682	412,682	388,719
Part Time Year Round	42,305	57,563	40,282	51,506	51,506	34,337
Overtime	86,997	71,718	70,000	70,000	70,000	70,000
Special Pay	25,763	36,355	50,000	50,000	50,000	50,000
Payroll Taxes	194,150	204,284	222,306	228,837	228,837	220,946
Pension & Retirement	26,794	31,206	24,067	25,000	25,000	25,000
Health Insurance	157,564	182,500	203,500	236,060	203,500	193,500
Workers' Compensation	51,118	64,586	67,248	121,129	121,129	121,129
Total Personnel Costs	\$2,968,627	\$3,155,624	\$3,342,850	\$3,602,362	\$3,569,802	\$3,498,751
OPERATING						
Professional Services	6,485	4,661	12,442	13,000	13,000	8,000
Contractual Services	3,946	2,495	5,000	5,000	5,000	5,000
Travel & Related Costs	1,417	2,657	4,500	4,500	4,500	4,500
Repairs & Maintenance	11,228	3,236	23,900	27,612	5,000	5,000
Rentals & Lease	2,558	3,567	2,051	2,818	2,818	2,818
Printing & Binding	2,936	948	2,500	2,500	2,500	2,500
Advertising & Promotions	171	190	500	500	500	500
Office Supplies	2,860	4,762	8,000	8,500	6,000	6,000
Operating Supplies	14,356	12,410	94,353	96,840	96,840	96,840
Dues, Memberships & Subsc.	1,955	1,990	5,150	5,150	3,000	3,000
Training & Education	6,235	4,109	7,000	9,000	9,000	9,000
ISF: Liability Insurance	67,402	66,045	70,567	78,851	78,851	73,251
ISF: Fleet Maintenance	190,533	250,613	268,456	346,277	346,277	324,127
ISF: Computers/Communications	29,713	36,066	62,685	63,748	63,748	63,748
Total Operating Costs	\$341,795	\$393,724	\$567,104	\$664,296	\$637,034	\$604,284
CAPITAL OUTLAY						
Machinery & Equipment	0	127,270	30,000	30,000	30,000	30,000
Total Capital Outlay	\$0	\$127,270	\$30,000	\$30,000	\$30,000	\$30,000
TOTAL EXPENSES	\$3,310,422	\$3,676,618	\$3,939,954	\$4,296,658	\$4,236,836	\$4,133,035

Position Detail

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
Police Chief	1	1	1	1	1	1
Captain	1	1	1	1	1	1
Lieutenant	3	3	3	3	3	3
Sergeant - Detective	1	1	1	1	1	1
Sergeant	4	4	4	4	4	4
Officer - Detective	6	6	4	4	4	4
Officer - Motor	4	4	5	5	5	5
Officer - K9	2	1	2	2	2	2
Officer	21	22	22	22	22	22
Communications Supervisor	1	1	1	1	1	1
Dispatcher I	6	6	6	6	6	6
Dispatcher II	2	2	1	1	1	1
Parking Enforcement Officer	1	1	1	1	1	1
Administrative Assistant I	1	1	0	0	0	0
Clerical Assistant	0	1	0	0	0	0
Sr. Adm Spec	0	0	1	1	1	1
Admin. Sp. II	0	0	1	1	1	1
Admin. Sp. I	0	0	1	3	3	2
Total of Full time employees	54	55	55	57	57	56
Part Time Employees						
Clerical Assistant	3	3	3	3	3	2
School Crossing Guards	4	4	4	4	4	4
Total of Part time employees	7	7	7	7	7	6
Part-time Employees - Grants						
Public Service Aides	0	0	3	3	3	3
Grant-funded P/Ts	0	0	3	3	3	3
DEPARTMENT TOTAL	61	62	65	67	67	65

POLICE DEPARTMENT- School Crossing Guards
Expenditure Detail

	FY 98/99	FY 99/2000	FY 2000-01	FY 2001-02	FY 2001-02	FY 2001-02
	Actual	Actual	Amended	Dept Req	Adm Req	Adopted
PERSONNEL						
Part Time Year Round	\$8,314	\$6,545	\$13,123	\$11,795	\$11,795	\$11,795
Payroll Taxes	636	501	1,004	902	902	902
Worker's Compensation	250	0	0	8,652	8,652	8,652
<i>Total Personnel Costs :</i>	\$9,200	\$7,046	\$14,127	\$21,349	\$21,349	\$21,349
OPERATING						
Operating Supplies	0	0	1,400	1,400	1,400	1,400
Uniforms	439	386	1,000	1,000	1,000	1,000
Otrher	0	160	0			
<i>Total Operating Costs :</i>	\$439	\$546	\$2,400	\$2,400	\$2,400	\$2,400
TOTAL EXPENSES	\$9,639	\$7,592	\$16,527	\$23,749	\$23,749	\$23,749

Senior Center

Mission Statement

The mission of the Elderly Services Department is to improve, maintain and enhance the quality of life for older citizens of this community. In keeping with planned area and statewide goals to ensure a life with dignity and maximum independence for older persons, this department provides a comprehensive and coordinated system of services to include: congregate meals, home delivered meals, nutrition education, health support, transportation, adult education, screening and assessment, and information and referral assistance.

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SENIOR CENTER
Expenditure Detail

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
PERSONNEL						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Payroll Taxes	0	0	0	0	0	0
Pension & Retirement	0	0	0	0	0	0
Health Insurance	0	0	0	0	0	0
Workers' Compensation	0	0	0	0	0	0
<i>Total Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING						
Professional Services	0	0	0	0	0	0
Contractual Services	0	0	0	0	0	0
Travel & Related Costs	0	0	0	0	0	0
Communications & Freight	0	0	0	0	0	0
Utility Services	0	0	0	0	0	0
Repairs & Maintenance	0	0	0	0	0	0
Rentals & Lease	0	0	0	0	0	0
Printing & Binding	0	0	0	0	0	0
Advertising & Promotions	0	0	0	0	0	0
Office Supplies	0	0	0	0	0	0
Operating Supplies	0	0	0	0	0	0
Dues, Memberships & Subsc.	0	0	0	0	0	0
Training & Education	0	0	0	0	0	0
ISF: Liability Insurance	0	0	0	0	0	0
ISF: Fleet Maintenance	0	0	0	0	0	0
ISF: Computers/Communications	0	0	0	0	0	0
<i>Total Operating Costs</i>	\$0	\$0	\$0	\$0	\$0	\$0
Transfer out to Sr Ctr Fund	\$83,690	\$72,415	\$79,500	\$116,000	\$120,000	\$120,000
TOTAL EXPENSES	\$83,690	\$72,415	\$79,500	\$116,000	\$120,000	\$120,000

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Position Detail

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
Social Services Director	1	1	1	1	1	1
<i>Total Full Time Employees</i>	1	1	1	1	1	1
Part-time Employee						
Food Server	3	3	3	3	3	3
Outreach Worker	1	1	1	1	1	1
Van Driver	1	1	1	1	1	1
Bus Driver	1	1	1	1	1	1
<i>Part-time employees</i>	6	6	6	6	6	6
DEPARTMENT TOTAL	7	7	7	7	7	7

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Building & Zoning Department

Mission Statement

The mission of the Building & Zoning Department is to ensure the safe and stable design, methods of construction, standards of workmanship and use of proper material in buildings/structures erected or altered. The Zoning Department ensures the proper regulation of the percentage and portion of lots/land that may be occupied or built on to prevent overcrowding.

Building, Zoning and Code Enforcement

The Department is the combined functions of Building, Zoning & Code Enforcement.

The responsibilities of Building include receiving permit applications, plans and miscellaneous documentation for review and processing requests for building permits. Plans are reviewed for standards, provisions and requirements for safe and stable designs, methods and uses of construction, standards for workmanship and uses of materials. They are also checked for compliance with minimum standards for building materials used in buildings and/or structures hereafter erected, constructed, enlarged, repaired, moved, or otherwise altered or demolished in accordance with the South Florida Building Code, Miami-Dade County Edition, as amended from time to time.

The department is responsible for the review of properties, residential and commercial, ensuring activities are in compliance with the City's Code of Ordinances pertaining to zoning regulations.

The department, through code enforcement promotes, protects and improves the health, safety and welfare of the citizens of the City of Miami Springs by ensuring property owners maintain their property in accordance with the City of Miami Springs Code of Ordinances.

Goals and Objectives:

Goal: Properly process and issue all required permits and licenses on a timely basis.

Objective: Process and issue all building, electrical, plumbing and mechanical permits and occupational licenses during FY 01-02

Goal: Perform team inspections on multi-family and commercial properties as a follow up to a complaint or as this department deems necessary.

Objective: Process code enforcement cases and present appropriate cases to the Code Enforcement Board.

Budget Highlights or Modifications

There are no major changes or modifications in the FY 2001-02 Budget.

BUILDING, ZONING, & CODE ENFORCEMENT DEPARTMENT
Expenditure Detail

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
PERSONNEL						
Salaries	\$166,464	\$182,515	\$181,584	\$208,582	\$157,351	\$205,793
Payroll Taxes	12,737	13,713	15,498	15,957	12,037	15,743
Pension & Retirement	5,561	6,179	4,659	5,215	0	0
Health Insurance	13,916	18,767	20,423	20,423	20,423	20,423
Workers' Compensation	4,647	8,473	5,735	10,815	10,815	10,815
<i>Total Personnel Costs</i>	<i>\$203,351</i>	<i>\$230,027</i>	<i>\$227,899</i>	<i>\$260,991</i>	<i>\$200,627</i>	<i>\$252,774</i>
OPERATING						
Professional Services	700	647	1,000	1,000	1,000	1,000
Contractual Services	56,739	50,946	82,633	101,000	101,000	51,000
Travel & Related Costs	16	18	134	50	50	50
Communications & Freight	0	(62)	0	0	0	0
Utility Services	770	576	800	0	0	0
Repairs & Maintenance	0	102	200	0	0	0
Rentals & Lease	11,033	10,093	6,639	1,740	1,740	1,740
Printing & Binding	2,101	794	300	1,350	1,350	1,350
Office Supplies	2,086	1,962	2,152	1,635	1,635	1,635
Operating Supplies	1,897	2,495	3,622	3,350	3,350	3,350
Dues, Memberships & Subsc.	314	198	440	350	350	350
Training & Education	0	0	800	800	500	500
ISF: Liability Insurance	0	0	6,593	6,843	6,937	6,843
ISF: Fleet Maintenance	13,959	12,555	13,675	7,606	7,606	7,606
ISF: Computers/Communications	13,115	11,426	16,780	19,365	19,365	19,365
<i>Total Operating Costs</i>	<i>\$102,730</i>	<i>\$91,750</i>	<i>\$135,768</i>	<i>\$145,089</i>	<i>\$144,883</i>	<i>\$94,789</i>
TOTAL EXPENSES	\$309,464	\$321,777	\$366,017	\$406,080	\$345,509	\$347,563

Position Detail

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
Administrative Assistant I	2	1	0.5	1	1	1
Administrative Assistant II	0	1	1	1	1	1
Building Official	0	0	0	1	1	1
Code Enforcement Officers	3	3	3	3	3	3
DEPARTMENT TOTAL	5	5	4.5	6	6	6

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Public Works Department

Mission Statement

The mission of the Public Works Department is to maintain City infrastructure and facilities in a responsive, safe, cost effective and environmentally sound manner.

Public Works Administration Division

The Administrative Division is responsible for the management of all functions and divisions of the department including strategic planning for the maintenance of all infrastructure, utilities and services within the City, customer service, and compliance with regulatory mandates. The Administration also provides supervision, training, guidance and support for all of the employees within the remaining nine divisions of the department.

Goals and Objectives:

Maintain a system of proper planning, scheduling, inventory control, training and cost accounting for all divisions of the department.

Objective: To train supervisory/forepersons in the proper use of the work order system to plan and schedule work in a more efficient and effective manner.

Objective: To accurately enter all inventory and labor hours in the accounting system to produce accurate and timely cost accounting reports.

Goal: To develop a preventive maintenance program for all functions in the divisions.

Objective: To train personnel to utilize the HTE work order system to plan and schedule the various maintenance tasks.

Budget Highlights or Modifications

Printing & Binding expense has been increased \$2,000 for the cost of brochures which will be sent to Miami Springs residents.

PUBLIC WORKS DEPARTMENT
Administration Division - Position Summary

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
PERSONNEL						
Salaries	\$161,294	\$141,450	\$226,052	\$255,920	\$255,920	\$254,684
Overtime	1,953	1,117	1,500	1,500	1,500	1,500
Payroll Taxes	13,094	11,395	17,454	19,693	19,693	19,598
Pension & Retirement	5,465	4,880	5,247	18,880	12,750	12,750
Health Insurance	9,614	18,080	20,607	23,904	20,607	20,607
Workers' Compensation	4,647	6,568	5,207	12,978	12,978	12,978
<i>Total Personnel Costs</i>	<i>\$203,640</i>	<i>\$183,490</i>	<i>\$276,067</i>	<i>\$332,875</i>	<i>\$323,448</i>	<i>\$322,117</i>
OPERATING						
Contractual Services	684	4,346	25	0	0	0
Travel & Related Costs	3,883	0	4,800	4,800	4,800	4,800
Communications & Freight	227	116	31	50	50	50
Repairs & Maintenance	707	0	561	500	500	500
Rentals & Lease	751	1,826	1,820	1,820	1,820	1,820
Printing & Binding	465	577	500	2,500	2,500	2,500
Advertising & Promotions	25	89	0	5,000	5,000	2,000
Office Supplies	3,703	3,286	5,722	6,150	6,150	6,150
Operating Supplies	5,260	2,179	5,894	4,200	4,200	4,200
Dues, Memberships & Subsc.	1,399	518	855	750	750	750
Training & Education	249	338	313	1,000	1,000	1,000
ISF: Liability Insurance	8,216	6,731	7,192	7,466	7,568	7,466
ISF: Fleet Maintenance	13,959	11,426	13,675	15,788	15,788	15,788
ISF: Computers/Communications	9,744	10,007	12,487	12,699	12,699	12,699
<i>Total Operating Costs</i>	<i>\$49,272</i>	<i>\$41,439</i>	<i>\$53,875</i>	<i>\$62,722</i>	<i>\$62,825</i>	<i>\$59,723</i>
CAPITAL OUTLAY						
Machinery & Equipment	0	0	5,000	0	0	0
<i>Total Capital Outlay</i>	<i>\$0</i>	<i>\$0</i>	<i>\$5,000</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
TOTAL EXPENSES	\$252,912	\$224,929	\$334,942	\$395,598	\$386,273	\$381,840

Position Detail

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
Public Service Director	1	1	1	1	1	1
Assistant Director of Public Works	1	1	1	1	1	1
Clerical Assistant	2	2	1	0	0	0
Administrative Assistant I	1	1	1	2	2	2
Administrative Assistant II	0	0	1	1	1	1
Matl Mgt Clerk	1	0	1	1	1	1
DIVISION TOTAL	6	5	6	6	6	6

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Public Works – Streets & Sidewalk Division

The Streets & Sidewalk Division's function is to maintain and repair all City streets, street lights, bike paths, alleys, and sidewalks within the City limits. The division also maintains all monuments and signage City-wide. This division is partly funded by Local Option Gas Tax.

Goals and Objectives:

Goal: Install a tree root barrier along the bike path on Curtiss Parkway.

Objective: Calculate the quantity of barrier required, develop specifications and contract for the installation.

Goal: Restore the alleys City-wide.

Objective: Prioritize the alleys most in need of leveling and systematically plan, schedule and execute the restorations.

Goal: Identify all sidewalks that need to be newly installed across alleys.

Objective: To quantify how much 4,000 psi concrete will be required to install new sidewalks across alley.

Budget Highlights or Modifications

Part time salaries have been increased \$10,000. Leased Employees expense (Employees from other Divisions) has been increased \$20,000.

This expense is necessary to complete the repair and maintenance of the City's street lights.

PUBLIC WORKS DEPARTMENT
Streets & Sidewalks Division - Position Summary

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
PERSONNEL						
Salaries	\$48,493	\$52,842	\$48,136	\$53,557	\$53,557	\$53,035
Part Time Year Around	21,026	11,960	19,762	27,000	27,000	27,000
Overtime	596	3,346	3,500	3,500	3,500	3,500
Leased Employees	0	0	0	20,000	20,000	20,000
Payroll Taxes	5,363	5,357	5,463	6,450	6,450	6,390
Pension & Retirement	1,623	2,009	1,188	1,339	0	0
Health Insurance	4,701	7,766	6,050	7,018	6,050	6,050
Workers' Compensation	3,833	4,378	5,682	8,652	8,652	8,652
<i>Total Personnel Costs</i>	\$85,635	\$87,658	\$89,781	\$127,516	\$125,229	\$124,647
OPERATING						
Contractual Services	559	0	6,500	0	0	0
Utility Services	144,428	110,467	135,000	135,000	135,000	135,000
Repairs & Maintenance	3,014	2,155	5,480	2,500	2,500	2,500
Rentals & Leases	840	259	4,301	2,500	2,500	2,500
Operating Supplies	18,202	14,053	17,183	10,250	10,250	10,250
Road Materials & Supplies	4,068	1,076	8,000	10,000	0	0
ISF: Liability Insurance	4,299	3,485	3,723	3,865	3,918	3,865
ISF: Fleet Maintenance	16,588	14,195	16,991	19,616	19,616	19,616
ISF: Computers/Communications	6,676	6,853	8,550	8,396	8,396	8,696
<i>Total Operating Costs</i>	\$198,674	\$152,543	\$205,728	\$192,127	\$182,180	\$182,427
CAPITAL OUTLAY						
Improvements Other than Bldg	0	0	0	0	0	0
Machinery & Equipment	0	6,000	0	4,000	4,000	4,000
<i>Total Capital Outlay</i>	\$0	\$6,000	\$0	\$4,000	\$4,000	\$4,000
TOTAL EXPENSES	\$284,309	\$246,201	\$295,509	\$323,643	\$311,409	\$311,074

Position Detail

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
Equipment Operator	1	1	1	0	0	0
Heavy Equipment Operator	0	0	0	1	1	1
Maintenance Worker	1	1	1	1	1	1
<i>Total Full Time Employees</i>	2	2	2	2	2	2
<i>Part-time Employees</i>						
Sidewalk Project Manager	0	0	1	1	1	1
DIVISION TOTAL	2	2	3	3	3	3

Public Works – Public Properties

The Public Properties Division has the functions of maintaining all City owned grounds which include landscapes, greenways, parks and right-of-ways, planting trees and tree maintenance. This division is also responsible for the turf maintenance of the City's three athletic fields.

Goals and Objectives:

Goal: Maintain a turf management program for the three athletic fields.

Objective: Maintain a rigorous turf management program to maintain the appearance and playability of Dove, Prince, and Stafford Parks.

Goal: Train tree trimmers in safety and proper trimming techniques.

Objective: Develop a training plan for proper tree trimming and implement safety techniques for appropriate personnel.

Goal: Train parks personnel in proper maintenance techniques for landscaping and parkways.

Objective: Develop a training plan for proper maintenance techniques for landscaping for the appropriate personnel.

Budget Highlights or Modifications

Fleet Maintenance includes \$34,500 for a pickup truck,

PUBLIC WORKS DEPARTMENT
Public Properties Division - Position Summary

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
PERSONNEL						
Salaries	\$334,690	\$285,109	\$301,936	\$321,053	\$321,053	\$315,969
Part Time Year Round	13,885	22,119	41,600	43,000	43,000	43,000
Overtime	2,630	3,965	1,500	\$2,500	\$2,500	\$2,500
Payroll Taxes	27,086	26,873	29,991	28,041	29,112	27,652
Pension & Retirement	10,091	9,299	6,979	8,026	0	0
Health Insurance	28,595	44,994	49,720	57,675	49,720	49,720
Workers' Compensation	16,729	19,704	20,647	38,934	38,934	38,934
<i>Total Personnel Costs</i>	<i>\$433,706</i>	<i>\$412,063</i>	<i>\$452,373</i>	<i>\$499,230</i>	<i>\$484,319</i>	<i>\$477,776</i>
OPERATING						
Professional Services	60	0	0	0	0	0
Contractual Services	6,674	42,482	21,134	15,000	15,000	15,000
Travel & Related Costs	2	149	0	0	0	0
Utility Services	47,417	61,193	73,500	73,500	73,500	73,500
Repairs & Maintenance	1,142	(454)	630	0	0	0
Rentals & Lease	0	150	2,078	2,000	2,000	2,000
Operating Supplies	99,261	81,038	93,206	77,000	73,500	73,500
Training & Education	1,777	599	2,500	2,500	2,500	2,500
ISF: Liability Insurance	24,649	21,792	23,283	24,169	24,501	24,169
ISF: Fleet Maintenance	71,236	47,953	57,395	37,080	37,080	37,080
ISF: Computers/Communications	13,125	13,571	16,935	17,222	17,222	17,222
<i>Total Operating Costs</i>	<i>\$265,343</i>	<i>\$268,473</i>	<i>\$290,661</i>	<i>\$248,471</i>	<i>\$245,303</i>	<i>\$244,971</i>
CAPITAL OUTLAY						
Machinery & Equipment	485	0	0	35,000	35,000	30,000
<i>Total Capital Outlay</i>	<i>\$485</i>	<i>\$0</i>	<i>\$0</i>	<i>\$35,000</i>	<i>\$35,000</i>	<i>\$30,000</i>
TOTAL EXPENSES	\$699,534	\$680,536	\$743,034	\$782,701	\$764,622	\$752,747

Position Detail

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
Parks Maintenance Foreman	1	1	1	1	1	1
Equipment Operator	3	3	1	1	1	1
Maintenance Worker I	7	7	7	8	8	8
Heavy Equipment Operator	1	1	0	0	0	0
Arborist	1	1	1	0	0	0
Tree Trimmer	3	3	3	4	4	4
<i>Total Full Time Employees</i>	<i>16</i>	<i>16</i>	<i>13</i>	<i>14</i>	<i>14</i>	<i>14</i>
<i>Part-time Employees</i>						
Maintenance Workers	8	8	8	8	8	8
<i>Total Part-time employees</i>	<i>8</i>	<i>8</i>	<i>8</i>	<i>8</i>	<i>8</i>	<i>8</i>
DIVISION TOTAL	24	24	21	22	22	22

Public Works - Building Maintenance

The Building Maintenance Division is a one (1) person operation whose responsibility is to maintain all buildings and various signs, monuments and park benches owned by the City. These functions include general carpentry repairs, painting, minor alterations and other miscellaneous activities.

Budget Highlights or Modifications:

There are no major changes or modifications in the FY 2001-2002 Budget

PUBLIC WORKS DEPARTMENT
Building Maintenance Division - Position Summary

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
PERSONNEL						
Salaries	\$38,854	\$41,828	\$41,650	\$38,287	\$38,473	\$37,917
Overtime	81	223	250	250	250	250
Payroll Taxes	2,979	3,277	3,205	2,948	2,962	2,920
Pension & Retirement	1,160	1,303	964	957	0	0
Health Insurance	2,876	3,060	3,591	3,591	3,591	3,591
Workers' Compensation	929	1,095	1,147	2,163	2,163	2,163
<i>Total Personnel Costs</i>	<i>\$46,879</i>	<i>\$50,786</i>	<i>\$50,807</i>	<i>\$48,196</i>	<i>\$47,439</i>	<i>\$46,841</i>
OPERATING						
Contractual Services	40,211	39,436	57,975	57,975	57,975	57,975
Utility Services	10,824	8,581	10,400	10,400	10,400	10,400
Repairs & Maintenance	27,936	27,959	50,000	50,000	50,000	50,000
Rentals & Lease	196	0	400	400	400	400
Operating Supplies	13,318	12,991	12,574	12,574	12,574	12,574
ISF: Liability Insurance	1,369	1,122	1,199	1,244	1,261	1,244
ISF: Fleet Maintenance	4,653	3,809	4,558	5,263	5,263	5,263
ISF: Computers/Communications	1,973	2,030	2,533	2,576	2,576	2,576
<i>Total Operating Costs</i>	<i>\$100,480</i>	<i>\$95,928</i>	<i>\$139,639</i>	<i>\$140,432</i>	<i>\$140,449</i>	<i>\$140,432</i>
CAPITAL OUTLAY						
Buildings	0	9,269	1,921	200,000	40,000	40,000
<i>Total Capital Outlay</i>	<i>\$2,240</i>	<i>\$9,269</i>	<i>\$1,921</i>	<i>\$200,000</i>	<i>\$40,000</i>	<i>\$40,000</i>
TOTAL EXPENSES	\$149,599	\$155,983	\$192,367	\$388,629	\$227,888	\$227,273

Position Detail

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
Building Maintenance Crew Leader	1	1	1	0	0	0
Building Maintenance Worker	0	0	0	1	1	1
DIVISION TOTAL	1	1	1	1	1	1

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Parks and Recreation Department

Mission Statement

**The City of Miami Springs Parks and
Recreation Department will enrich the
quality of life for the people of Miami
Springs by providing significant
Recreational opportunities in
exemplary parks and recreation
environments.**

Parks and Recreation

The Parks and Recreation Department is divided into three major program areas – Administration, Pool and Tennis.

Administration

The Administration Division's responsibilities include planning and scheduling of all of the recreational activities and facilities within the City of Miami Springs, as well as ballfield maintenance and preparation. The administration Division serves as a community resource for all sports and recreational activities in the City, including cooperative relationships with all local youth sports groups.

Goals and Objectives:

Goal: To ensure continued coordination of maintenance and programming activities with public and private agencies and other City Departments

Objective: Work with the Village of Virginia Gardens in promoting adult softball leagues on a year-round basis.

Objective: Continue relationships with providers of adult recreational activities through renewed use agreements.

Objective: Meet with the Public Works Department on a quarterly basis to discuss maintenance requirements and scheduling.

Goal: To provide a wide variety of recreational opportunities for residents of all ages on a year-round basis.

Objective: Enhance existing youth sports leaguer operations by providing a minimum of four end-of-season competitions.

Objective: Conduct a minimum of eight City-wide Special Events throughout the year.

Objective: Provide additional basketball and volleyball leagues, and free play ceared towards teen and adult residents.

Budget Highlights or Modifications

There are no major changes or modifications in the FY 2001-02 Budget.

RECREATION DEPARTMENT
Administration Division - Expenditure Detail

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
PERSONNEL						
Salaries	\$174,784	\$147,892	\$208,865	\$189,993	\$190,905	\$189,061
Part Time Year Round	112,013	88,981	92,945	93,877	93,877	93,877
Overtime	927	19	100	0	0	0
Seasonal Emp	62,346	28,313	34,200	54,942	54,942	54,942
Payroll Taxes	26,781	27,782	25,797	29,144	29,144	25,848
Pension & Retirement	6,500	5,316	2,731	4,750	0	0
Health Insurance	14,510	16,795	14,003	16,243	14,003	14,003
Workers' Compensation	4,647	5,473	5,735	10,815	10,815	10,815
<i>Total Personnel Costs</i>	<i>\$402,508</i>	<i>\$320,571</i>	<i>\$384,376</i>	<i>\$399,765</i>	<i>\$393,686</i>	<i>\$388,546</i>
OPERATING						
Professional Services	0	493	0	0	0	0
Contractual Services	56,506	62,718	75,000	65,000	65,000	65,000
Travel & Related Costs	2,179	1,530	1,100	5,200	5,200	5,200
Communications & Freight	109	443	1,639	2,600	2,600	2,600
Utility Services	4,897	5,645	6,000	6,000	6,000	6,000
Repairs & Maintenance	6,523	16,526	22,325	24,000	20,500	20,500
Rentals & Lease	1,128		4,000	2,000	1,500	1,500
Printing & Binding	2,455	23	900	1,000	1,000	1,000
Advertising & Promotions	2,168	2,715	5,000	5,000	5,000	5,000
Office Supplies	2,571	179	2,000	2,000	2,000	2,000
Operating Supplies	41,069	36,192	46,613	44,000	42,000	42,000
Dues, Memberships & Subsc.	412	780	1,000	665	665	665
Training & Education	633	103	1,500	1,000	1,000	1,000
ISF: Liability Insurance	51,113	40,976	43,778	45,446	46,071	45,446
ISF: Fleet Maintenance	21,646	18,177	21,756	12,100	22,054	22,054
ISF: Computers/Communications	16,717	17,150	21,400	21,763	21,763	21,763
<i>Total Operating Costs</i>	<i>\$210,126</i>	<i>\$203,650</i>	<i>\$254,011</i>	<i>\$237,775</i>	<i>\$242,353</i>	<i>\$241,728</i>
CAPITAL OUTLAY						
Improvements Other than Bldg	0	0	40,000	16,000	0	0
Machinery & Equipment	9,382	1,250	19,000	20,000	0	0
<i>Total Capital Outlay</i>	<i>\$9,382</i>	<i>\$1,250</i>	<i>\$59,000</i>	<i>\$36,000</i>	<i>\$0</i>	<i>\$0</i>
TOTAL EXPENSES	\$622,016	\$525,471	\$697,387	\$673,540	\$636,039	\$630,274

Position Detail

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
Recreation & Parks Director	1	1	1	1	1	1
Recreation & Parks Assistant Direct	1	1	1	1	1	1
Administrative Assistant I	1	1	1	1	1	1
Athletic Coordinator	1	1	1	0	0	0
Day Care Coordinator	1	1	0	0	0	0
Day Care Leader I	1	1	1	0	0	0
Equipment Operator	1	1	0	0	0	0
Recreation Leader II	0	0	0	1	0	0
Recreation Program Coordinator	0	0	0	1	1	1
<i>Total of Full-Time Employees</i>	<i>7</i>	<i>7</i>	<i>5</i>	<i>5</i>	<i>4</i>	<i>4</i>
<i>Part time Employees</i>						
Recreation Leader (seasonal)	38	38	38	38	20	20
Recreation Leader (year-round)	19	19	19	23	18	18
Day Care Leaders	2	2	4	0	0	0
Bus Driver	1	1	1	1	1	1
<i>Total of Part time employees</i>	<i>60</i>	<i>60</i>	<i>62</i>	<i>62</i>	<i>39</i>	<i>39</i>
DIVISION TOTAL	67	67	67	67	43	43

Recreation - Pool

The Miami Springs Pool facility, under the direction of the Recreation Department, is a full-service swimming facility, managed by licensed swimming pool operator and staffed by American Red Cross certified lifeguards and swim instructors.

The pool is a 50-meter, 56-foot swimming pool that was constructed in 1956. It has a capacity of 349,000 gallons and is routinely managed by the department's representatives to ensure the highest quality and safety standards as determined by the Florida Department of Health.

Lessons are provided by certified instructors, and the swim team practices at the facility along with the water polo team. Additionally, private rentals are available for parties and other activities and are supervised by qualified staff.

Goals and Objectives:

Goal: To create and maintain a safe, enjoyable aquatic play and learning environment during the summer swim program.

Objective: Provide affordable learn-to-swim classes on a bi-weekly basis during the summer swim program.

Objective: Offer a minimum of four lifeguard and swimming instructor classes to provide additional staffing possibilities.

Objective: Provide four training updates for staff in order to remain prepared to handle emergency situations.

Goal: To increase yearly attendance and revenue figures.

Objective: Design and construct a water "sprayground" that will allow younger children to participate in pool activities with their families.

Objective: Install a water slide on the pool deck.

Objective: Market the pool to "Northern" colleges and universities as a training location.

Objective: Implement a year-round water fitness (aerobics) program for adult residents.

Budget Highlights or Modifications:

There are no major changes or modifications in the FY 2001-02 Budget.

RECREATION DEPARTMENT
Pool Division - Expenditure Detail

	FY 98/99	FY 99/2000	FY 2000-01	FY 2001-02	FY 2001-02	FY 2001-02
	Actual	Actual	Amended	Dept Req	Adm Req	Adopted
PERSONNEL						
Salaries	\$26,229	\$34,317	\$39,685	\$42,937	\$42,937	\$42,316
Part Time Year Round	7,264	5,582	17,360	44,000	44,000	44,000
Seasonal Emp	44,584	42,694	57,700	48,500	48,500	48,500
Payroll Taxes	5,973	6,106	8,778	10,361	10,361	10,313
Pension & Retirement	830	1,233	913	1,073	0	0
Health Insurance	1,675	3,086	3,630	3,630	3,630	3,630
Workers' Compensation	3,718	4,379	4,588	2,163	2,163	2,163
<i>Total Personnel Costs</i>	\$90,273	\$97,397	\$132,654	\$152,664	\$151,591	\$150,922
OPERATING						
Contractual Services	68	20	0	0	0	0
Travel & Related Costs	0	0	0	400	400	400
Communications & Freight	0	0	1,020	300	300	300
Utility Services	25,233	19,647	28,000	29,500	29,500	29,500
Repairs & Maintenance	4,394	5,146	20,079	18,000	18,000	18,000
Rentals & Lease	0	0	0	1,200	1,200	1,200
Printing & Binding	48	0	200	200	200	200
Advertising & Promotions	35	0	1,000	1,000	1,000	1,000
Office Supplies	118	(34)	500	500	500	500
Operating Supplies	11,054	19,876	29,805	27,500	27,500	27,500
Dues, Memberships & Subsc.	160	0	500	330	330	330
Training & Education	0	0	0	300	300	300
ISF: Liability Insurance	2,929	5,465	5,839	6,061	6,145	6,061
ISF: Computers/Communications	3,928	4,022	5,019	5,104	5,104	5,104
<i>Total Operating Costs</i>	\$47,967	\$54,142	\$91,962	\$90,395	\$90,479	\$90,395
CAPITAL OUTLAY						
Improvements Other than Bldg	0	0	0	8,000	8,000	8,000
Machinery & Equipment	0	0	5,000	0	0	0
<i>Total Capital Outlay</i>	\$0	\$0	\$5,000	\$8,000	\$8,000	\$8,000
TOTAL EXPENSES	\$138,240	\$151,539	\$229,616	\$251,059	\$250,069	\$249,317

Position Detail

	FY 98/99	FY 99/2000	FY 2000-01	FY 2001-02	FY 2001-02	FY 2001-02
	Actual	Actual	Amended	Dept Req	Adm Req	Adopted
Aquatic Program Coordinator	0	1	1	0	0	0
Recreation Program Coordinator	0	0	0	1	1	1
<i>Total Full-time employees</i>	0	1	1	1	1	1
<i>Part-time Employees</i>						
Cashier	3	3	3	0	0	0
Concession Attendants	0	0	0	3	3	3
Lifeguard (Seasonal)	16	16	16	11	11	11
Lifeguard (year round)	0	0	0	5	5	5
<i>Total Part-time employees</i>	19	19	19	19	19	19
DIVISION TOTAL	19	20	20	20	20	20

Recreation - Tennis

The City of Miami Springs has a full-service tennis facility used by both children and adults. The facility is comprised of five tennis and two lighted racquetball courts. The pro-shop operated to provide organized use of the facility along with support services including supplies, t-shirts, racquets and other merchandise.

The facility also offers after-school clinics, tournaments, classes, training and workshops. Lessons are available for private and group sessions and costs are nominal.

Goal and Objectives:

Goal: To operate and maintain the racquet facilities to provide recreational opportunities on a seven days per week basis.

Objective: Maintain current staffing levels at one full time and three year-round part time employees.

Objective: Continue ongoing efforts towards upgrading fencing and windscreens.

Goal : To continue to provide exceptional tennis and racquetball services for all interested residents and their guests.

Objective: Coordinate a minimum of three adult tournaments during the year.

Objective: Provide free instructional clinics for children enrolled in the Parks and Recreation Summer Program.

Objective: Schedule private and group lessons during various days and times in order to accommodate a variety of resident's work schedules.

Goal: To increase tennis and racquetball memberships and court time by 10% over 2000-2001 levels.

Objective: Provide a minimum of two cook-outs to promote family memberships.

Objective: Provide promotional information about the racquet facilities and instruction to local hotels and businesses.

Budget Highlights or Modifications:

There are no major changes or modifications in the FY 2001-02 Budget.

RECREATION DEPARTMENT
Tennis Division - Expenditure Detail

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
PERSONNEL						
Salaries	\$18,155	\$31,886	\$34,676	\$35,947	\$35,947	\$35,600
Part Time Year Round	17,325	13,267	19,500	19,500	19,500	19,500
Payroll Taxes	2,714	3,454	4,144	4,242	4,242	4,215
Pension & Retirement	606	1,065	544	1,386	0	0
Health Insurance	1,099	3,434	3,520	4,083	3,520	3,520
Workers' Compensation	929	1,542	1,721	2,163	2,163	2,163
<i>Total Personnel Costs</i>	\$40,828	\$54,648	\$64,105	\$67,321	\$65,371	\$64,998
OPERATING						
Communications & Freight	23	0	600	700	700	700
Utility Services	3,715	3,311	3,800	4,500	4,500	4,500
Repairs & Maintenance	2,636	0	16,575	13,500	13,500	13,500
Advertising & Promotions	666	0	0	0	0	0
Office Supplies	17	0	0	200	200	200
Operating Supplies	5,712	5,348	8,000	8,000	8,000	8,000
Dues, Memberships & Subsc.	0	0	500	420	420	420
ISF: Liability Insurance	2,929	2,983	3,187	3,309	3,354	3,309
ISF: Computers/Communications	1,416	1,449	1,808	1,838	1,838	1,838
<i>Total Operating Costs</i>	\$17,114	\$13,091	\$34,470	\$32,467	\$32,512	\$32,467
CAPITAL OUTLAY						
Machinery & Equipment	1,090	0	0	0	0	0
<i>Total Capital Outlay</i>	\$1,090	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENSES	\$59,032	\$67,739	\$98,575	\$99,788	\$97,884	\$97,465

Position Detail

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
Recreation Program Coordinator	0	0	1	1	1	1
<i>Total Full-time employees</i>	0	0	1	1	1	1
<i>Part time employees</i>						
Tennis Aides	3	3	3	0	0	0
Recreation Leader (year-round)	0	0	0	3	3	3
<i>Total Part-time employees</i>	3	3	3	3	3	3
DIVISION TOTAL	3	3	3	4	4	4

Recreation – Parks Maintenance

Recreation – Parks Maintenance is responsible for all maintenance of parks, which include Stafford, Prince Field and Dove Park.

This new division in Recreation will begin operations as of October 1, 2001.

RECREATION DEPARTMENT
Parks Maintenance Division - Expenditure Detail

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
PERSONNEL						
Salaries	\$0	\$0	\$0	\$54,088	\$54,088	\$53,307
Part Time Year Round	0	0	0	13,000	13,000	13,000
Payroll Taxes	0	0	0	5,132	5,132	5,072
Health Insurance	0	0	0	0	0	0
Workers' Compensation	0	0	0	4,326	4,326	4,326
<i>Total Personnel Costs</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$76,546</i>	<i>\$76,546</i>	<i>\$75,705</i>
OPERATING						
Communications & Freight	0	0	0	500	500	500
Repairs & Maintenance	0	0	0	45,000	45,000	45,000
Rentals & Lease	0	0	0	500	500	500
Operating Supplies	0	0	0	22,500	22,500	22,500
Dues, Memberships & Subsc.	0	0	0	200	200	200
Training & Education	0	0	0	200	200	200
ISF: Liability Insurance	0	0	0	3,562	3,354	3,309
ISF: Computers/Communications	0	0	0	738	738	738
<i>Total Operating Costs</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>\$73,200</i>	<i>\$72,992</i>	<i>\$72,947</i>
TOTAL EXPENSES	\$0	\$0	\$0	\$149,746	\$149,538	\$148,652

Position Detail

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
Maintenance Worker I	0	0	0	2	2	2
<i>Total Full-time employees</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>2</i>	<i>2</i>	<i>2</i>
<i>Part time employees</i>						
Maintenance Worker I	0	0	0	1	1	1
<i>Total Part-time employees</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>1</i>	<i>1</i>
DIVISION TOTAL	0	0	0	3	3	3

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NON DEPARTMENTAL

Non-Departmental - Unclassified

This Department/Division represents a group of line-item accounts associated with general, city wide accounting transactions. Services provided to other agencies, which benefit all components and facets of the city, are recorded into this department. Additionally, costs, such as bank fees and bad debts, which are accounting-related, have an affect on the income statement, but do not necessarily relate to a specific function, are reported in this set of accounts.

It also accounts for transfers to alternate funds including capital projects, special projects, hurricane funds and other specialized funds. Accumulated leave settlements is an account used to record the disbursement of leave for employees separating from the City.

The City's general contingency and reserve accounts are reported in this department.

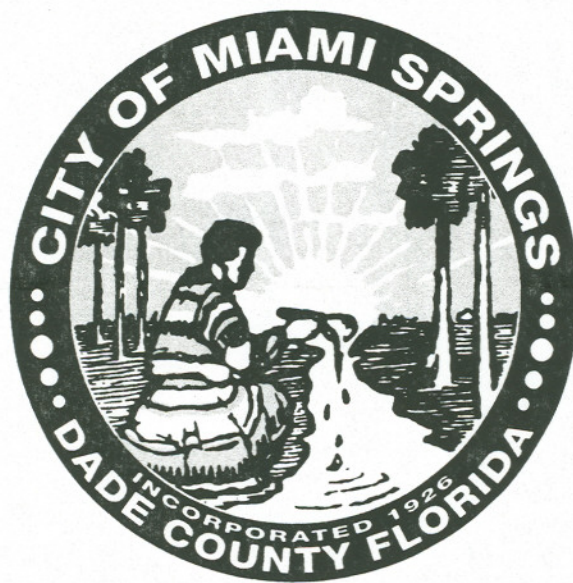
Budget Highlights or Modifications:

There are no major changes or modifications in the FY 2001-2002 Budget.

UNCLASSIFIED/NON-DEPARTMENT ACCOUNTS
Expenditure Detail

	FY 98/99	FY 99/2000	FY 2000-01	FY 2001-02	FY 2001-02	FY 2001-02
	Actual	Actual	Amended	Dept Req	Adm Req	Adopted
PERSONNEL						
Salaries	\$48,892	\$42,171	\$0	\$0	\$0	\$0
Payroll Taxes	3,146	13	0	0	0	0
Pension & Retirement	0	6	0	0	0	0
Health Insurance	0	28	0	0	0	0
Workers' Compensation	615	0	0	0	0	0
<i>Total Personnel Costs</i>	\$52,653	\$42,218	\$0	\$0	\$0	\$0
OPERATING						
Professional Services	2,446	1,798	9,000	7,500	7,500	7,500
Contractual Services	1,374	2,000	29,000	29,000	29,000	27,000
Communications & Freight	18,000	3,985	0	0	0	0
Contingency	1,188	229,237	457,340	375,754	409,150	350,000
Downtown Revitalization	0	23,000	0	0	0	100,000
Repairs & Maintenance	0	754	1,500	4,500	4,500	1,500
Rentals & Leases	0	0	31,093	30,000	30,000	30,000
Printing & Binding	896	0	5,000	5,000	5,000	5,000
Advertising & Promotions	14,031	12,149	22,500	22,500	22,500	20,557
Bank Fees & Bad Debt	15,299	10,418	3,000	4,800	4,800	3,000
Office Supplies	282	680	0	0	0	0
Operating Supplies	10,512	927	5,500	5,500	5,500	3,500
Recreational Activities	971	3,291	0	0	0	0
Accumulated Leave Settlement	1,408	0	0	5,000	5,000	2,500
Other Current Charges	1,858	18,584	0	0	0	0
Taxes and Fees	451	5,075	0	0	0	0
<i>Total Operating Costs</i>	\$68,716	\$311,898	\$563,933	\$489,554	\$522,950	\$550,557
Reserve for Golf Course Operations	175,000	0	100,000	0	0	0
Transfers out to Capital Projects	56,824	0	0	0	0	0
TOTAL EXPENSES	\$353,193	\$354,116	\$663,933	\$489,554	\$522,950	\$550,557

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SPECIAL REVENUE FUNDS

Excise Tax Fund

The Excise Tax Fund is a special revenue fund established and used to account for all revenue receipts imposed by special legislation for services and utilities provided within the jurisdiction of the City of Miami Springs. These fees include franchise fees and public service taxes (PSTs) levied on electricity, telecommunications, cable television, gas and commercial garbage haulers.

Additional public service taxes are levied on the previously mentioned services as well as gas related services. Fees and taxes range from 7.5% of gross sales for gas services to 10% of gross sales for all other items. Franchise fees provide various utility services the right to provide services and do business in the City - while public service taxes are passed through to the user for the right to use those services.

This fund is used solely to account for revenues with no corresponding expenditures. The fund are transferred from the excise tax fund to the user funds including the general and sewer operations fund.

Budget Highlights or Modifications:

Public Service taxes are pledged as an alternate revenue source for purposes of meeting the City's Revenue Obligation Bond - Utility Systems Revenue Refunding and Improvement Bond-Series 1998.

FINANCE DEPARTMENT
Special Revenue Fund - Excise Tax Proceeds

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
PERSONNEL						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Overtime	0	0	0	0	0	0
Payroll Taxes	0	0	0	0	0	0
Pension & Retirement	0	0	0	0	0	0
Health Insurance	0	0	0	0	0	0
Workers' Compensation	0	0	0	0	0	0
Unemployment Compens.	0	0	0	0	0	0
<i>Total Personnel Costs</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
OPERATING						
Professional Services	0	0	0	0	0	0
Contractual Services	0	0	0	0	0	0
Travel & Related Costs	0	0	0	0	0	0
Communications & Freight	0	0	0	0	0	0
Utility Services	0	0	0	0	0	0
Repairs & Maintenance	0	0	0	0	0	0
Rentals & Lease	0	0	0	0	0	0
Printing & Binding	0	0	0	0	0	0
Advertising & Promotions	0	0	0	0	0	0
Other Miscellaneous Costs	0	0	0	0	0	0
Office Supplies	0	0	0	0	0	0
Operating Supplies	0	0	0	0	0	0
Dues, Memberships & Subsc.	0	0	0	0	0	0
Training & Education	0	0	0	0	0	0
ISF: Liability Insurance	0	0	0	0	0	0
ISF: Fleet Maintenance	0	0	0	0	0	0
ISF: Computers/Communications	0	0	0	0	0	0
<i>Total Operating Costs</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
CAPITAL OUTLAY						
Improvements Other than Bldg	0	0	0	0	0	0
Machinery & Equipment	0	0	0	0	0	0
<i>Total Capital Outlay</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
Interfund Transfers Out	\$1,674,675	\$1,624,750	\$1,700,000	\$1,750,000	\$1,750,000	\$1,750,000
TOTAL EXPENSES	\$1,674,675	\$1,624,750	\$1,700,000	\$1,750,000	\$1,750,000	\$1,750,000

Local Option Gas Tax Fund

The Local Option Gas Tax Fund is used to account for all revenues and expenditures related to the collection, disbursement and use of the Local Option Gas Tax proceeds. There are two parts to the tax: (a) the six-cent sales tax on all petroleum-based products sold throughout the county and allocated using a complex formula of road and sidewalk miles, gross sales and other items; (b) the allocated proceeds of the additional two cents charged on top of all petroleum based products and gasoline in the county.

Budget Highlights or Modifications:

The contractual services request includes the following projects:

\$ 140,000	- Tree Trimming
\$ 136,000	- Sidewalk Replacement
\$ 140,000	- Sidewalk and Curb Installation

PUBLIC WORKS DEPARTMENT
Street, Sidewalk and Right-of-Way Renovations
Local Option Gas Tax Proceeds

	FY 98/99	FY 99/2000	FY 2000-01	FY 2001-02	FY 2001-02	FY 2001-02
	Actual	Actual	Amended	Dept Req	Adm Req	Adopted
OPERATING						
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Contractual Services	367,951	229,186	582,599	375,000	365,000	365,000
Bad Debt Expense	0	0	0	0	0	0
Utility Services	713	0	0	0	0	0
Repairs & Maintenance	0	0	15,000	10,000	10,000	10,000
Road Materials/Supplies	9,410	23,078	9,264	26,000	36,000	36,000
Other Miscellaneous Costs	20,618	17,527	0	0	0	0
Operating Supplies	0	0	2,212	5,000	5,000	5,000
<i>Total Operating Costs</i>	\$398,692	\$269,791	\$609,075	\$416,000	\$416,000	\$416,000
CAPITAL OUTLAY						
Machinery & Equipment	69,627	0	0	0	0	0
<i>Total Capital Outlay</i>	\$69,627	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENSES	\$468,319	\$269,791	\$609,075	\$416,000	\$416,000	\$416,000

Senior Center

The City of Miami Springs Senior Center has continued to be an essential part of this community's continuum of care by assisting older residents, who are 60 years and older, to maximize opportunities for self-sufficiency and personal independence. The provision of a full range of community-based services through this department's existing comprehensive and coordinated system is in keeping with planned area and statewide goals to improve, maintain and enhance the quality of life for older persons of our community. Through ongoing management, evaluation, assessment, supervision and reporting of planned objectives over the past twenty-four years, the City's department has provided, and will continue to provide, high quality services. These services include: congregate meals, home-delivered meals for home bound elderly, nutrition education and diet counseling, screening and assessment, information and referral assistance, adult education presentations and classes, health support activities, transportation, shopping assistance, as well as recreational and social activities.

Funding for the department is provided through: City funds, OAA Title III B, III C-1, III C-2 annual grant awards, USDA cash-in-lieu of commodities reimbursement; participant and private donations, and other grant awards. As a recipient of federal, state, and City of Miami Springs funds, this department must comply with all rules, regulations and reporting requirements as dictated by: the Older Americans' Act of 1965, as amended, the state of Florida Department of Elder Affairs, The United States Department of Agriculture; the City of Miami Springs' Code of Ordinances, and other applicable regulatory statutes.

Goals and Objectives:

Goal: To promote better health through improved nutrition, reduce the isolation of old age through socialization, and offer older citizens the opportunity to live their remaining years with dignity.

Objective: Provide 25,300 nutritionally balanced, congregate lunch meals to eligible persons, particularly those in greatest economic and social need.

Goal: To provide health support activities to assist older persons in securing and utilizing necessary medical treatment as well as preventive, emergency and health maintenance services.

Objective: (1) Provide health screenings and illness prevention programs to detect or prevent illness or worsening of chronic conditions on an ongoing basis. (2) a registered nurse will provide monthly consulting services, blood pressure screenings

Goal: To assure the continued local mobility of older residents who are transportation disadvantaged.

Objective: Provide travel assistance to and from the senior center, client's residence, local doctor offices, grocery store, post office, bank, and area malls and attractions.

Budget Highlights or Modifications:

There are no major changes or modifications in the FY 2001-02 Budget.

SENIOR CENTER DEPARTMENT
Senior Center Special Revenue Fund Expenditures
Consolidated to represent all funding sources

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
PERSONNEL						
Salaries	\$47,967	\$48,934	\$49,592	\$51,816	\$51,816	\$51,566
Part Time Year Round	33,391	33,756	38,434	51,916	51,916	51,916
Payroll Taxes	6,225	5,697	6,459	7,936	7,936	7,916
Pension & Retirement	1,255	1,780	1,942	0	0	0
Health Insurance	4,743	4,138	3,750	4,350	3,760	3,760
Workers' Compensation	0	1,095	3,441	6,489	3,856	3,856
<i>Total Personnel Costs</i>	\$93,581	\$95,400	\$103,618	\$122,507	\$119,284	\$119,014
OPERATING						
Professional Services	1,408	2,500	4,996	4,856	4,856	4,856
Contractual Services	5,578	8,368	8,786	9,000	9,000	9,000
Travel & Related Costs	818	84	850	850	850	850
Communications & Freight	0	0	0	0	0	0
Utility Services	6,782	5,934	5,238	5,262	5,262	5,262
Repairs & Maintenance	116	477	1,800	3,800	3,800	3,800
Rentals & Lease	834	1,436	1,500	1,500	1,500	1,500
Printing & Binding	637	1	0	0	0	0
Advertising & Promotions	255	184	400	400	400	400
Office Supplies	215	180	558	550	550	550
Operating Supplies	93,152	71,153	120,322	108,980	108,980	108,980
Dues, Memberships & Subsc.	135	65	130	130	180	180
Training & Education	75	0	150	150	150	150
ISF: Liability Insurance	2,557	4,845	5,176	5,373	5,784	5,373
ISF: Fleet Maintenance	4,764	3,809	4,558	5,256	5,256	5,256
ISF: Computers/Communications	4,207	4,312	5,381	6,433	6,433	6,433
<i>Total Operating Costs</i>	\$121,533	\$103,348	\$159,845	\$152,540	\$153,001	\$152,590
CAPITAL OUTLAY						
Vehicles	0	0	0	0	0	0
Machinery & Equipment	0	0	57,188	2,600	2,600	2,600
<i>Total Capital Outlay</i>	\$0	\$0	\$57,188	\$2,600	\$2,600	\$2,600
TOTAL EXPENSES	\$215,114	\$198,748	\$320,651	\$277,647	\$274,885	\$274,204

Position Detail

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
Social Services Director	1	1	1	1	1	1
<i>Part-time Employee:</i>						
Food Server	3	3	3	3	3	3
Outreach Worker	1	1	1	1	1	1
Van Driver	1	1	1	1	1	1
Bus Driver	1	1	1	1	1	1
<i>Sub-total: Part-time employees</i>	6	6	6	6	6	6
DEPARTMENT TOTAL	7	7	7	7	7	7

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ENTERPRISE FUNDS

Water Fund

The Water Department of the Public Works Department is a self-supporting fund run like a business to account for all income and expenses related to the day-to-day operations of the City of Miami Springs water system.

The City has just over 4,500 customers participating in the City, and they receive clean, potable water processed through the lines of the City. The City, as the manager of the system, purchases water on a wholesale basis from the Miami-Dade County Water and Sewer Department (WASA).

All lines are owned by the City of Miami Springs, and it is this department's responsibility to ensure that the lines are fully operational at all times. The system is fully operational year-round on a 24-hour per day basis. The system is over 30 years old and requires constant monitoring to ensure that all health regulations are strictly adhered to.

Goals and Objectives:

Goal: To provide cost-effective meter and meter maintenance services in the City of Miami Springs.

Objective: Provide timely and accurate monthly utility bills for all residents of the City of Miami Springs.

Goal: To provide efficient and courteous customer service to all utility customers in Miami Springs.

Objective: Provide information to residents concerning billings, meter readings and other information to residents of Miami Springs.

Budget Highlights or Modifications:

Capital Improvements of \$100,000 are for repair of water lines in the City.

PUBLIC WORKS DEPARTMENT
Water Operations - Expenditure Detail

	FY 98/99	FY 99/2000	FY 2000-01	FY 2001-02	FY 2001-02	FY 2001-02
	Actual	Actual	Amended	Dept Req	Adm Req	Adopted
PERSONNEL						
Salaries	\$118,963	\$141,475	\$193,888	\$205,135	\$205,135	\$205,135
Part Time Year Round	280	10,256	18,900	18,900	18,900	18,900
Overtime	748	3,438	5,000	5,000	5,000	5,000
Payroll Taxes	11,640	12,755	18,740	19,919	18,389	18,389
Pension & Retirement	6,181	6,543	7,403	6,510	0	0
Health Insurance	10,262	22,789	13,200	15,312	14,200	14,200
Leased Employees	15,452	14,594	51,080	55,250	55,250	55,250
Workers' Compensation	5,576	0	6,882	12,978	12,978	12,978
<i>Total Personnel Costs</i>	\$169,102	\$211,850	\$315,093	\$339,004	\$329,852	\$329,852
OPERATING						
Professional Services & Audit Fees	10,655	14,983	21,200	21,200	21,200	21,200
Contractual Services	44,807	34,313	50,500	50,500	50,500	50,500
Contingencies	0	9,454	12,280	20,000	20,000	20,000
Utility Services	632,254	609,007	610,000	650,000	600,000	600,000
Repairs & Maintenance	497	5,724	18,000	20,000	18,000	18,000
Rentals & Lease	806	831	2,000	2,000	2,000	2,000
Printing & Binding	732	13	900	500	500	500
Credit Card Fees	0	0	0	1,800	1,800	1,800
Advertising & Promotions	0	200	0	0	0	0
Operating Supplies	52,797	60,719	59,962	59,620	59,620	59,620
Training & Education	925	418	4,000	4,000	2,000	2,000
Depreciation (non cash)	41,053	21,206	40,000	40,000	40,000	40,000
Bad Debt Expense	26,718	7,480	2,720	2,500	2,500	2,500
ISF: Liability Insurance	6,847	5,359	5,725	6,297	6,297	6,108
ISF: Fleet Maintenance	11,061	9,694	36,603	13,396	13,396	13,396
ISF: Computers/Communications	3,069	3,155	3,790	4,003	5,003	5,003
<i>Total Operating Costs</i>	\$832,221	\$782,556	\$867,680	\$895,816	\$842,816	\$842,627
CAPITAL OUTLAY						
Improvements Other than Bldg	0	0	100,000	100,000	100,000	100,000
Machinery & Equipment	0	0	6,500	8,000	8,000	8,000
<i>Total Capital Outlay</i>	\$0	\$0	\$106,500	\$108,000	\$108,000	\$108,000
Management Fee to Gen. Fund	200,000	200,000	200,000	200,000	200,000	200,000
Bond Principle & Interest	0	0	0	0	208,306	208,306
TOTAL EXPENSES	\$1,201,323	\$1,194,406	\$1,489,273	\$1,542,820	\$1,688,974	\$1,688,785

Position Detail

	FY 98/99	FY 99/2000	FY 2000-01	FY 2001-02	FY 2001-02	FY 2001-02
	Actual	Actual	Amended	Dept Req	Adm Req	Adopted
Meter Reader	1	1	0	0	0	0
Clerical Assistant I	1	1	1	1	1	1
Utility Service Worker I	3	3	1	1	1	1
Utility Service Worker II	1	1	2	2	2	2
Utility Service Worker III	0	0	1	1	1	1
Operations Supervisor	0	0	0.5	0.5	0.5	0.5
Foreman	0	0	0.5	0.5	0.5	0.5
Heavy Equipment Op.	0	0	0.5	0.5	0.5	0.5
FUND TOTAL		6	6.5	6.5	6.5	6.5

Sewer Fund

The Sewer Department of the Public Works Department has the responsibility to ensure the physical integrity of the City's 30 year old waste water system. With over 4,500 customers, the City is responsible to ensure that the system is maintained to meet health and safety issues for the employees and members of the general public.

Millions of gallons of effluent are processed through the City's system to Miami-Dade County's processing plant, which charges the City a wholesale disposal fee at two different rates - depending upon whether or not it is the wet season. Disposal costs to the City are roughly three times the cost of purchasing water; and the system requires considerably more attention to ensure that uninterrupted service is provided.

It is also responsible for managing the comprehensive renovation of the system - utilizing the recently sold *Utility System Revenue Refunding and Improvement Bond - Series 1998*. Following the completion of these repairs and with the commitment of an annual contribution towards repairs, the City should realize disposal cost savings.

Goals and Objectives:

Goal: To provide cost-effective meter and meter maintenance services in the City.

Objective: Provide timely and accurate monthly utility bills for all residents of the City of Miami Springs.

Goal: To provide efficient and courteous customer service to all utility customers in Miami Springs.

Objective: Provide information to residents concerning billing, meter readings and other information to residents of the City of Miami Springs.

Budget Highlights or Modifications:

MANDATORY AS A CAVEAT TO THE 1998 REVENUE BONDS, IS THAT THE CITY IS COMMITTED TO PROVIDE A \$200,000 ANNUAL CONTRIBUTION, OVER AND ABOVE THE BONDS, TO BE USED TOWARDS MAINTENANCE. This is included in the "Improvements other than Building" line item.

PUBLIC WORKS DEPARTMENT
Sewer Operations - Expenditure Detail

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
PERSONNEL						
Salaries	\$164,070	\$189,180	\$190,735	\$206,781	\$206,781	\$206,781
Part Time Year Round	276	4,060	6,000	6,000	6,000	6,000
Overtime	1,420	7,778	11,000	8,000	8,000	8,000
Payroll Taxes	14,437	13,921	17,820	20,045	18,733	18,733
Pension & Retirement	7,836	7,217	5,358	5,170	0	0
Health Insurance	13,439	12,849	18,150	21,054	19,750	19,750
Leased Employees	15,617	36,031	66,061	55,250	55,250	55,250
Workers' Compensation	4,647	5,472	5,735	10,815	10,815	10,815
<i>Total Personnel Costs</i>	<i>\$221,742</i>	<i>\$276,508</i>	<i>\$320,859</i>	<i>\$333,115</i>	<i>\$325,329</i>	<i>\$325,329</i>
OPERATING						
Professional Services & Audit Fees	10,303	12,436	35,000	30,000	12,000	12,000
Contractual Services	13,859	22,684	22,426	22,000	22,000	22,000
Contingencies	0	29,277	41,040	50,000	50,000	50,000
Travel & Related Costs	0	42	0	0	0	0
Communications & Freight	0	0	0	0	0	0
Utility Services	1,844,325	2,328,657	2,050,000	2,400,000	2,400,000	2,400,000
Repairs & Maintenance	26,158	7,898	15,754	15,000	15,000	15,000
Rentals & Lease	0	892	0	0	0	0
Printing & Binding	0	0	1,500	1,500	1,000	1,000
Credit Card Fees	84,389	21,603	8,960	8,500	8,500	8,500
Operating Supplies	24,935	30,867	35,792	35,000	35,000	35,000
Training & Education	543	0	2,000	2,000	500	500
Depreciation (non cash)	308,046	316,302	375,000	375,000	375,000	375,000
ISF: Liability Insurance	8,216	7,602	8,123	8,435	8,696	8,435
ISF: Fleet Maintenance	33,950	46,774	69,864	11,172	11,172	11,172
ISF: Computers/Communications	3,069	3,155	3,790	4,003	5,526	5,526
<i>Total Operating Costs</i>	<i>\$2,357,793</i>	<i>\$2,828,189</i>	<i>\$2,669,249</i>	<i>\$2,962,611</i>	<i>\$2,944,394</i>	<i>\$2,944,133</i>
CAPITAL OUTLAY						
Construction	212,858	255,556	0	0		
Improvements Other than Bldg	0	0	205,863	200,000	200,000	200,000
Machinery & Equipment	0	0	11,500	53,000	53,000	53,000
<i>Total Capital Outlay</i>	<i>\$212,858</i>	<i>\$255,556</i>	<i>\$217,363</i>	<i>\$253,000</i>	<i>\$253,000</i>	<i>\$253,000</i>
Bond Interest	536,688	362,681	833,225	833,225	624,919	624,919
Management Fee to Gen. Fund	249,998	150,000	150,000	150,000	150,000	150,000
TOTAL EXPENSES	\$3,579,079	\$3,872,934	\$4,190,696	\$4,531,951	\$4,297,642	\$4,297,381

Position Detail

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
Water/Sewer Foreman	1	1	0	0	0	0
Master Electrician	1	1	1	1	1	1
Utility Service Worker I	3	3	1	2	2	2
Utility Service Worker II	1	1	2	1	1	1
Utility Service Worker III	0	0	1	1	1	1
Operations Supervisor	0	0	0.5	0.5	0.5	0.5
Foreman	0	0	0.5	0.5	0.5	0.5
Heavy Equipment Op.	0	0	0.5	0.5	0.5	0.5
FUND TOTAL	6	6	6.5	6.5	6.5	6.5

Sanitation Fund

The Sanitation Department of the Public Works Department is responsible for the efficient collection and removal of all garbage, trash and other solid waste items from residential properties in the City of Miami Springs. Over 12,000 tons of garbage, trash, litter and solid waste is collected and disposed of annually. Over 4,300 customers receive bi-weekly garbage service.

As an enterprise fund, Sanitation operates like a business and is fully reliant upon the charges levied to its customers for the services rendered. Additionally, non-cash charges for depreciation and amortization, along with a management fee of \$75,000 to the general fund, are paid.

Goals and Objectives:

Goal: Provide timely and efficient services to all residential customers, being responsive to billing inquiries and desired level of performance.

Objective: Provide customer service to residents concerning information on billing and other information.

Goal: Promote and encourage the prevention of litter throughout the City.

Objective: Provide attractive trash containers throughout the City and ensure adequate pickups.

Budget Highlights or Modifications:

There are no major changes or modifications in the FY 2001-02 Budget.

PUBLIC WORKS DEPARTMENT
Sanitation Operations - Expenditure Detail

	FY 98/99	FY 99/2000	FY 2000-01	FY 2001-02	FY 2001-02	FY 2001-02
	Actual	Actual	Amended	Dept Req	Adm Req	Adopted
PERSONNEL						
Salaries	\$575,170	\$573,349	\$590,009	\$565,672	\$565,672	\$490,865
Part Time Year Round	0	0	0	0	0	0
Overtime	3,327	5,550	6,400	4,000	4,000	4,000
Payroll Taxes	45,247	45,812	48,135	43,580	43,580	37,857
Pension & Retirement	18,475	21,980	14,513	14,142	0	0
Health Insurance	51,101	69,863	79,200	79,200	79,200	54,000
Leased Employees	6,792	9,182	32,810	55,250	55,250	55,250
Workers' Compensation	19,518	21,893	24,088	38,934	38,934	32,445
<i>Total Personnel Costs</i>	\$719,630	\$747,629	\$795,155	\$800,778	\$786,636	\$674,417
OPERATING						
Professional Services	55	2,500	2,500	5,000	5,000	5,000
Contractual Services	692,025	599,196	539,405	614,392	614,392	614,392
Contingencies	0	0	96,160	50,000	25,000	25,000
Communications & Freight	8,536	(8,478)	0	0	0	0
Repairs & Maintenance	1,705	1,325	2,000	0	0	0
Credit Card Fees	0	0	0	2,000	2,000	2,000
Operating Supplies	33,277	11,920	43,841	35,000	35,000	35,000
Depreciation (non cash)	60,427	30,697	65,000	65,000	65,000	65,000
Bad Debt Expense	38,219	14,174	3,840	0	0	0
ISF: Liability Insurance	28,758	22,437	23,973	36,651	37,155	37,155
ISF: Fleet Maintenance	205,967	174,190	81,845	94,491	94,491	94,491
ISF: Computers/Communications	2,521	2,592	3,114	3,290	3,600	3,600
<i>Total Operating Costs</i>	\$1,071,490	\$850,553	\$861,678	\$905,823	\$881,638	\$881,638
Debt Service	0	0	0	0	88,855	88,855
Management Fee to Gen. Fund	75,000	75,000	75,000	75,000	75,000	75,000
TOTAL EXPENSES	\$1,866,120	\$1,673,182	\$1,731,833	\$1,781,601	\$1,832,129	\$1,719,910

Position Detail

	FY 98/99	FY 99/2000	FY 2000-01	FY 2001-02	FY 2001-02	FY 2001-02
	Actual	Actual	Amended	Dept Req	Adm Req	Adopted
Sanitation Foreman	1	1	1	1	1	1
Automated Equipment Operator	4	4	4	4	4	4
Equipment Operator I	3	4	3	2	2	2
Heavy Equipment Operator	0	0	1	1	1	1
Refuse Truck Driver	4	2	3	3	3	3
Refuse Collector	8	7	8	7	7	7
FUND TOTAL	20	18	20	18	18	18

Stormwater Fund

The Stormwater Operating Division of the Public Works Department is responsible for the installation, repairs and maintenance of the City's drainage system. As a self-supported enterprise fund, Stormwater accounts for the day-to-day maintenance of moving water from the streets and right-of-ways following any rain storm. A flat monthly fee is charged through the City's utility billing cycle and is based upon specific criteria incorporated into the authorizing resolution.

Services that are included in this function include the cleaning of drains, inlets, outlets, ditches, canals and culverts. Maintenance of the canals are also an integral function included in this division requiring routine weed control and other tasks to ensure that the water ways are not overgrown.

Goals and Objectives:

Goal: To maintain drainage systems while reducing the volume of stormwater and pollutants entering water bodies in the City.

<p>Objective: To clean streets, storm drains and catch basins as needed and to repair damaged or clogged basins in a timely manner.</p>
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Budget Highlights or Modifications:

There are no major changes or modifications in the FY 2001-02 Budget.

PUBLIC WORKS DEPARTMENT
Storm Water Operations - Expenditure Detail

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
PERSONNEL						
Salaries	\$52,557	\$41,269	\$52,835	\$52,691	\$52,935	\$52,679
Part Time	0	0	0	0	0	0
Overtime	227	(97)	1,000	1,000	1,000	1,000
Payroll Taxes	4,023	3,557	5,406	4,107	4,126	4,106
Pension & Retirement	2,080	3,081	1,625	0	0	0
Health Insurance	3,824	2,028	4,026	4,026	4,026	4,026
Leased Employees	6,209	9,179	17,129	7,050	7,050	7,050
Workers' Compensation	1,859	2,189	2,294	4,326	4,326	4,326
<i>Total Personnel Costs</i>	<i>\$70,779</i>	<i>\$61,206</i>	<i>\$84,315</i>	<i>\$73,200</i>	<i>\$73,463</i>	<i>\$73,187</i>
OPERATING						
Professional Services & Audit Fees	\$47,299	\$10,042	\$65,542	\$2,500	\$2,500	\$2,500
Contractual Services	27,610	17,149	38,541	35,000	35,000	35,000
Contingency	0	0	35,720	35,000	35,000	35,000
Repairs & Maintenance	0	(584)	2,300	0	0	0
Rentals & Lease	0	2,043	2,025	2,500	2,500	2,500
Credit Card Fees	6,759	208	0	0	0	0
Operating Supplies	7,825	11,695	12,500	12,500	12,500	12,500
Depreciation (non cash)	16,762	24,073	40,000	40,000	40,000	40,000
Bad Debt Expense	19,500	0	0	0	0	0
ISF: Liability Insurance	2,739	2,244	2,397	2,489	2,523	2,765
ISF: Fleet Maintenance	6,349	26,809	4,558	2,489	5,263	5,263
ISF Computers & Communications	1,964	2,011	2,416	2,552	2,552	2,552
<i>Total Operating Costs</i>	<i>\$136,807</i>	<i>\$95,690</i>	<i>\$205,999</i>	<i>\$135,029</i>	<i>\$137,838</i>	<i>\$138,080</i>
CAPITAL OUTLAY						
Machinery & Equipment	0	0	8,394	0	0	0
<i>Total Capital Outlay</i>	<i>\$0</i>	<i>\$0</i>	<i>\$8,394</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
Management Fee to Gen. Fund	50,000	50,000	50,000	50,000	50,000	0
TOTAL EXPENSES	\$207,586	\$156,896	\$298,708	\$208,229	\$211,301	\$211,267

Position Detail

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
Maintenance Worker I	1	1	1	1	1	1
Equipment Operator I	1	1	1	1	1	1
FUND TOTAL	2	2	2	2	2	2

Miami Springs Golf and Country Club

The Golf and Country provides affordable golf and golf related programs and events to the residents, businesses and civic organizations throughout Miami-Dade County. The club also provides a la carte and catered breakfast, lunch and dinner services. Annual prepaid golf memberships are also available, and preferred pricing for golf and golf memberships is extended to residents of the City of Miami Springs.

Goals and Objectives:

Goal: Operate a financially sound golf course through first class customer service, special events and youth programs.

Objectives: (1) Increase the number of rounds played to 42,300. (2) Increase the average dollar per round to \$37.25.

Objective: Increased resident activity through effective advertising and promotional programs.

Goal: Continue to improve and enhance course playability and turf health through effective mowing, weed control programs, and attention to detail.

Objective: Maintain a minimum staff of nine full-time employees throughout the year.

Budget Highlights or Modifications:

The salaries for a General Manager has been increased and the management fee deleted. The equipment lease has been reduced to \$45,180 from \$103,968.

OFFICE OF THE CITY MANAGER
Golf Course Operations Projected Expenditures
Administrative

	FY 98/99	FY 99/2000	FY 2000-01	FY 2001-02	FY 2001-02
	Actual	Actual	Amended	Dept Req	Adm Req
PERSONNEL					
Salaries	\$0	\$0	\$61,000	\$84,000	\$84,000
Overtime	0	0	0	0	0
Payroll Taxes	0	0	0	0	0
Pension & Retirement	0	0	0	0	0
Health Insurance	0	0	1,200	1,200	1,200
Workers' Compensation	0	0	19,800	21,000	21,000
<i>Total Personnel Costs</i>	<i>\$0</i>	<i>\$0</i>	<i>\$82,000</i>	<i>\$106,200</i>	<i>\$106,200</i>
OPERATING					
Audit Fees	0	0	5,000	5,000	5,000
Professional Services	0	0	9,300	9,300	9,300
Contractual Services	0	0	81,900	9,900	9,900
Travel & Related Costs	0	0	0	0	0
Communications & Freight	0	0	3,600	3,600	3,600
Utility Services	0	0	86,000	86,000	86,000
Repairs & Maintenance	0	0	24,000	24,000	24,000
Rentals & Leases	0	0	2,000	2,000	2,000
Printing & Binding	0	0	1,000	1,000	1,000
Advertising & Promotions	0	0	40,000	40,000	40,000
Other Miscellaneous Costs	0	0	500	3,000	3,000
Office Supplies	0	0	5,000	5,000	5,000
Operating Supplies	0	0	0	2,000	2,000
Dues, Memberships & Subsc.	0	0	1,500	1,500	1,500
Training & Education	0	0	0	0	0
Depreciation/Amortization	0	0	0	0	0
Postage & Delivery	0	0	2,800	0	210
ISF: Liability Insurance	0	0	40,000	40,000	40,000
ISF: Fleet Maintenance	0	0	0	0	0
ISF: Computers/Communications	0	0	3,900	3,900	3,900
<i>Total Operating Costs</i>	<i>\$0</i>	<i>\$0</i>	<i>\$306,500</i>	<i>\$236,200</i>	<i>\$236,410</i>
CAPITAL OUTLAY					
Improvements Other than Bldg	0	0	4,823	0	0
Vehicles	0	0	0	0	0
Machinery & Equipment	0	0	0	0	0
<i>Total Capital Outlay</i>	<i>\$0</i>	<i>\$0</i>	<i>\$4,823</i>	<i>\$0</i>	<i>\$0</i>
TOTAL EXPENSES	\$0	\$0	\$393,323	\$342,400	\$342,610

OFFICE OF THE CITY MANAGER
Golf Course Operations Projected Expenditures
Restaurant

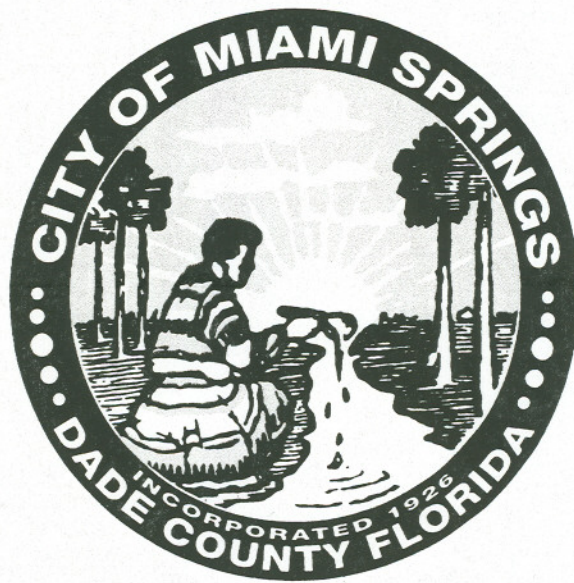
	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req
PERSONNEL					
Salaries	\$0	\$0	\$200,000	\$200,000	\$200,000
Overtime	0	0	0	0	0
Payroll Taxes	0	0	0	0	0
Pension & Retirement	0	0	0	0	0
Health Insurance	0	0	3,243	3,250	3,250
Workers' Compensation	0	0	0	0	0
<i>Total Personnel Costs</i>	<i>\$0</i>	<i>\$0</i>	<i>\$203,243</i>	<i>\$203,250</i>	<i>\$203,250</i>
OPERATING					
Audit Fees	0	0	0	0	0
Professional Services	0	0	0	0	0
Contractual Services	0	0	1,000	1,000	1,000
Travel & Related Costs	0	0	0	0	0
Communications & Freight	0	0	0	0	0
Utility Services	0	0	0	0	0
Repairs & Maintenance	0	0	2,400	2,400	2,400
Rentals & Lease	0	0	0	0	0
Printing & Binding	0	0	3,000	3,000	3,000
Advertising & Promotions	0	0	3,200	3,200	3,200
Other Miscellaneous Costs	0	0	2,400	2,400	2,400
Office Supplies	0	0	0	0	0
Operating Supplies	0	0	213,056	213,056	213,056
Dues, Memberships & Subsc.	0	0	3,000	3,000	3,000
Training & Education	0	0	0	0	0
Depreciation/Amortization	0	0	0	0	0
Contingent Reserves	0	0	0	0	0
ISF: Liability Insurance	0	0	0	0	0
ISF: Fleet Maintenance	0	0	0	0	0
ISF: Computers/Communications	0	0	0	0	0
<i>Total Operating Costs</i>	<i>\$0</i>	<i>\$0</i>	<i>\$228,056</i>	<i>\$228,056</i>	<i>\$228,056</i>
CAPITAL OUTLAY					
Improvements Other than Bldg	0	0	0	0	0
Vehicles	0	0	0	0	0
Machinery & Equipment	0	0	0	0	0
<i>Total Capital Outlay</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
TOTAL EXPENSES	\$0	\$0	\$431,299	\$431,306	\$431,306

OFFICE OF THE CITY MANAGER
Golf Course Operations Projected Expenditures
Pro Shop

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req
PERSONNEL					
Salaries	\$0	\$0	\$140,000	\$200,000	\$200,000
Overtime	0	0	0	0	0
Payroll Taxes	0	0	0	0	0
Pension & Retirement	0	0	0	0	0
Health Insurance	0	0	4,800	3,250	3,250
Workers' Compensation	0	0	0	0	0
<i>Total Personnel Costs</i>	<i>\$0</i>	<i>\$0</i>	<i>\$144,800</i>	<i>\$203,250</i>	<i>\$203,250</i>
OPERATING					
Audit Fees	0	0	0	0	0
Professional Services	0	0	0	0	0
Contractual Services	0	0	0	0	0
Travel & Related Costs	0	0	0	0	0
Communications & Freight	0	0	0	0	0
Utility Services	0	0	0	0	0
Repairs & Maintenance	0	0	0	0	0
Rentals & Lease	0	0	45,000	45,000	45,000
Printing & Binding	0	0	3,000	3,000	3,000
Advertising & Promotions	0	0	0	0	0
Other Miscellaneous Costs	0	0	21,000	21,000	21,000
Office Supplies	0	0	0	0	0
Operating Supplies	0	0	89,108	89,108	89,108
Dues, Memberships & Subsc.	0	0	0	0	0
Training & Education	0	0	0	0	0
Depreciation/Amortization	0	0	0	0	0
Contingent Reserves	0	0	0	0	0
ISF: Liability Insurance	0	0	0	0	0
ISF: Fleet Maintenance	0	0	0	0	0
ISF: Computers/Communications	0	0	0	0	0
<i>Total Operating Costs</i>	<i>\$0</i>	<i>\$0</i>	<i>\$158,108</i>	<i>\$158,108</i>	<i>\$158,108</i>
CAPITAL OUTLAY					
Improvements Other than Bldg	0	0	4,823	0	0
Vehicles	0	0	0	0	0
Machinery & Equipment	0	0	0	0	0
<i>Total Capital Outlay</i>	<i>\$0</i>	<i>\$0</i>	<i>\$4,823</i>	<i>\$0</i>	<i>\$0</i>
TOTAL EXPENSES	\$0	\$0	\$302,908	\$361,358	\$361,358

OFFICE OF THE CITY MANAGER
Golf Course Operations Projected Expenditures
Maintenance

	FY 98/99	FY 99/2000	FY 2000-01	FY 2001-02	FY 2001-02
	Actual	Actual	Amended	Dept Req	Adm Req
PERSONNEL					
Salaries	\$0	\$0	\$225,816	\$200,000	\$200,000
Overtime	0	0	0	0	0
Payroll Taxes	0	0	0	0	0
Pension & Retirement	0	0	0	0	0
Health Insurance	0	0	5,000	3,250	3,250
Workers' Compensation	0	0	0	0	0
<i>Total Personnel Costs</i>	<i>\$0</i>	<i>\$0</i>	<i>\$230,816</i>	<i>\$203,250</i>	<i>\$203,250</i>
OPERATING					
Audit Fees	0	0	0	0	0
Professional Services	0	0	0	0	0
Contractual Services	0	0	153,930	45,180	45,180
Travel & Related Costs	0	0	0	0	0
Communications & Freight	0	0	410	0	0
Repairs & Maintenance	0	0	35,330	35,330	35,330
Rentals & Lease	0	0	1,410	1,410	1,410
Operating Supplies	0	0	69,240	69,240	69,240
<i>Total Operating Costs</i>	<i>\$0</i>	<i>\$0</i>	<i>\$260,320</i>	<i>\$151,160</i>	<i>\$151,160</i>
TOTAL EXPENSES	\$0	\$0	\$491,136	\$354,410	\$354,410



INTERNAL SERVICE FUNDS

FLEET MAINTENANCE

Mission Statement

It is the mission of the City Fleet Maintenance Department to support all City Departments in completing their objectives by maintaining and repairing all vehicles and equipment in a timely and cost effective manner.

Fleet Maintenance Fund

The Fleet Maintenance Division of Public Works is responsible for accounting for maintenance of all City owned vehicles and equipment. Services provided by this division include the routine maintenance of all cars, trucks, vans and equipment operated by the City. Maintenance records are properly maintained on all equipment repaired, replaced or renovated. The division is responsible to ensure that contractual work for new vehicles, which is provided for by the dealer, is performed on a regular basis.

The division is fully responsible for physical counts and storing of all parts, supplies, filters, tires and other vehicle related items. The physical count is submitted to finance on a monthly basis and reconciled to the general ledger and inventory control log in the City's financial reporting system.

Goals and Objectives:

Goal: Provide service and repair to the City's vehicles and equipment in a timely manner so as to ensure adequate fleet availability.

Objective: Reduce vehicle down time by ensuring that vehicle repairs are completed efficiently and timely.

Goal: Ensure that the fleet is mechanically safe, in good repair, and meet or exceeds forecasted life.

Objective: Complete 90% of PMI's by scheduled due date.

Budget Highlights or Modifications:

There are no major changes or modifications in the FY 2001-02 Budget.

PUBLIC WORKS DEPARTMENT
Fleet Maintenance Division - Expenditure Detail

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
PERSONNEL						
Salaries	\$143,009	\$143,337	\$140,535	\$150,566	\$150,566	\$149,839
Overtime	1,083	1,946	4,000	4,000	4,000	4,000
Payroll Taxes	11,154	10,674	12,028	11,824	11,824	11,769
Pension & Retirement	4,905	5,012	3,616	3,764	3,764	3,764
Health Insurance	11,336	12,190	16,319	18,930	16,319	16,319
Leased Employees	0	0	12,690	0	0	0
Workers' Compensation	3,718	2,931	4,588	6,019	6,019	6,019
Total Personnel Costs	\$175,205	\$176,090	\$193,776	\$195,103	\$195,103	\$195,103
OPERATING						
Professional Services	0	425	5,000	5,000	5,000	5,000
Contractual Services	1,494	750	2,500	2,500	2,500	2,500
Communications & Freight	0	0	0	0	0	0
Utility Services	10,136	9,832	4,500	9,000	9,000	9,000
Repairs & Maintenance	62,863	43,165	63,267	94,500	85,000	85,000
Rentals & Leases	0	0	4,951	4,500	4,500	4,500
Operating Supplies	83,365	199,007	90,889	108,700	108,700	108,700
Depreciation (non cash)	59,459	86,492	60,000	60,000	60,000	60,000
ISF: Liability Insurance	5,472	4,487	4,743	5,131	5,131	4,977
ISF: Computers/Communcations	250	250	0	0	0	0
Total Operating Costs	\$223,039	\$344,408	\$235,850	\$289,331	\$279,831	\$279,831
CAPITAL OUTLAY						
Improvements Other than Bldg	23,798	0	0	0	0	0
Machinery & Equipment	(1,486)	86,607	183,810	0	0	0
Vehicles	123,602	240,034	112,300	281,271	281,271	281,271
Total Capital Outlay	\$145,914	\$326,641	\$296,110	\$281,271	\$281,271	\$281,271
TOTAL EXPENSES	\$544,158	\$847,139	\$725,736	\$765,705	\$756,205	\$756,205

Position Detail

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
Auto Mechanic Foreman	1	1	1	1	1	1
Auto Mechanic	2	2	2	2	2	2
Auto Service Worker	1	1	1	1	1	1
FUND TOTAL	4	4	4	4	4	4

Insurance Fund

This is an Internal Service Fund assigned to the Finance Department and is used to account for all costs related to the City's Risk Management and Liability Insurance. As an Internal Service Fund, the operating revenues are derived from expenditures located in other funds, departments and divisions, accumulated in the internal service fund until such time as disbursements are made.

The allocation schedule is based upon the number of employees per department, total salaries, and weighted, based upon ratio of salaries paid to total salaries and number of positions.

The insurance processed through this fund include: Workers Compensation premiums, General Liability, Special Liability, Fiduciary and Bond Coverage, Automobile Liability, Stop Loss, Supplemental Police Binders and Comprehensive Insurance.

Budget Highlights or Modifications:

The Worker Compensation Insurance has been increased to \$345,000.

FINANCE DEPARTMENT
Internal Service Fund-Insurance

	FY 98/99	FY 99/2000	FY 2000-01	FY 2001-02	FY 2001-02	FY 2001-02
	Actual	Actual	Amended	Dept Req	Adm Req	Adopted
PERSONNEL						
Salaries	\$0	\$7,195	\$0	\$0	\$0	\$0
Overtime	0	0	0	0	0	0
Payroll Taxes	912	356	1,277	1,079	1,079	1,079
Pension & Retirement	945	157	325	353	2,096	2,096
Health Insurance	390	398	400	400	400	400
Leased Employees	14,632	0	14,102	14,102	14,102	14,102
Workers' Compensation	125,892	151,176	201,000	240,000	345,000	345,000
<i>Total Personnel Costs</i>	\$142,771	\$159,282	\$217,104	\$255,933	\$362,677	\$362,677
OPERATING						
Professional Services & Audit Fee	8,289	22,660	34,100	34,100	34,100	34,100
Claims LIAB & Emergency Respon	2,331	1,363	2,500	3,000	3,000	3,000
Contingency	0	0	0	0	0	0
Travel & Related Costs	0	0	0	0	0	0
Communications & Freight	0	0	0	0	0	0
Administrative Fees	26,127	0	0	0	0	0
Program Participant Ins.	5,073	5,531	0	0	0	0
Rentals & Lease	0	0	0	0	0	0
Printing & Binding	100	0	0	0	0	0
Advertising & Promotions	0	0	0	0	0	0
Office Supplies	0	0	0	0	0	0
Operating Supplies	0	475	0	0	0	0
Dues, Memberships & Subsc.	484	0	0	0	0	0
Training & Education	0	0	0	0	0	0
Depreciation (non cash)	0	0	0	0	0	0
ISF: Liability Insurance	216,850	218,388	225,000	260,000	236,000	236,000
ISF: Fleet Maintenance	0	0	0	0		
ISF: Computers/Communications	0	0	0	0		
<i>Total Operating Costs</i>	\$259,254	\$248,417	\$261,600	\$297,100	\$273,100	\$273,100
CAPITAL OUTLAY						
Improvements Other than Bldg	\$0	\$0	\$0	\$0	\$0	\$0
Machinery & Equipment	0	0	0	0	0	0
<i>Total Capital Outlay</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Prior Year Adjustment</i>	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENSES	\$402,025	\$407,699	\$478,704	\$553,033	\$635,777	\$635,777

Telecommunications and Computers

This division is used to account for all assets and related transactions associated with the City's Computer and Telecommunications systems. It records all daily activities associated with local and long distance calls and maintenance contracts on the main computer system, and telephone and copier systems. It records all cellular phone activities, facsimile machines, computers, printers and copiers.

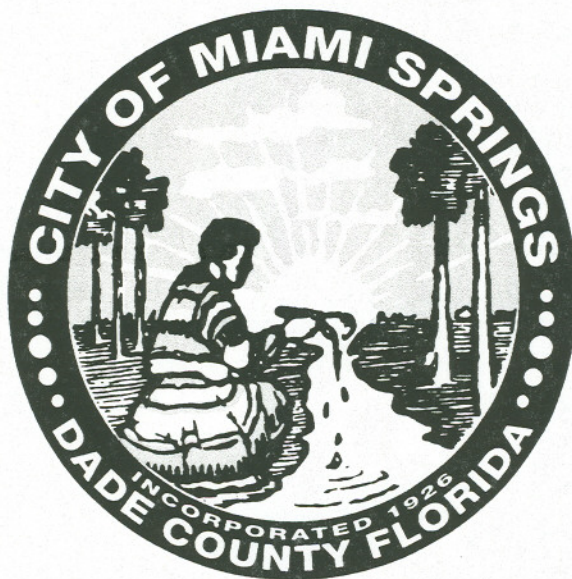
Budget Highlights or Modifications:

There are no major changes or modifications in the FY 2001-2002 Budget

FINANCE DEPARTMENT
Internal Service Fund-Telecommunications

	FY 98/99	FY 99/2000	FY 2000-01	FY 2001-02	FY 2001-02	FY 2001-02
	Actual	Actual	Amended	Dept Req	Adm Req	Adopted
PERSONNEL						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Payroll Taxes	522	615	996	996	997	997
Pension & Retirement	667	271	300	300	1,936	1,936
Health Insurance	115	540	500	500	500	500
Leased Employees	9,195	10,803	13,027	13,027	13,027	13,027
Workers' Compensation	929	0	0	0	0	0
<i>Total Personnel Costs</i>	\$11,428	\$12,229	\$14,823	\$14,823	\$16,459	\$16,459
OPERATING						
Professional Services	12,631	3,722	5,000	9,000	9,000	9,000
Contractual Services	7,927	2,170	10,294	18,000	18,000	18,000
Communications & Freight	100,373	93,599	65,000	105,000	80,000	80,000
Utility Services	0	0	4,000	0	0	0
Repairs & Maintenance	43,128	84,264	85,569	96,000	96,000	96,000
Rentals & Leases	5,105	4,292	5,500	0	0	0
Office Supplies	1,815	0	0	0	0	0
Operating Supplies	4,833	6,298	5,139	5,500	5,500	5,500
Dues, Memberships & Subsc.	3,494	22	60	0	0	0
Training & Education	8,971	11,997	21,484	15,000	15,000	15,000
Depreciation	10,025	13,902	0	0	0	0
<i>Total Operating Costs</i>	\$198,302	\$220,266	\$202,046	\$248,500	\$223,500	\$223,500
CAPITAL OUTLAY						
Improvements Other than Bldg	1,226	274	0	0	0	0
Machinery & Equipment	12,353	14,144	36,490	8,000	8,000	8,000
<i>Total Capital Outlay</i>	\$13,579	\$14,418	\$36,490	\$8,000	\$8,000	\$8,000
TOTAL EXPENSES	\$223,309	\$246,913	\$253,359	\$271,323	\$247,959	\$247,959

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TRUST & AGENCY FUNDS

Law Enforcement Trust Fund

The Law Enforcement Trust Fund was created under the authority of Florida State Statute Section 932.7055(4)(a). The expenditures of this fund requires requests from the Chief of Police and approval by the City Council. Expenditures are restricted to items or programs which are not considered normal operating expenditures, including salaries.

The Fund is utilized to maintain a Community Policing Office (CPO) in a satellite location. This program and related facility operates year round and partially offsets the City's requirement for various match obligation, including crime prevention, drug education and school resource officer programs. The expenses incurred by the Vice, Intelligence and Narcotics units are charged to the Fund and an appropriation is made annually to provide the necessary source of funds. The Fund also provides required matching dollars for several grants which have been or will be awarded to the City.

Budget Highlights or Modifications:

For presentation and operating reporting purposes, the Law Enforcement Trust Fund applications are submitted in a consolidated format,

There are currently three operational programs managed by the City of Miami Springs Police Department through the use of these funds. The first program, established by Resolution No. 85-2744 as revised on March 9, 1998, provides for an emergency operating cash account (imprest at a value of \$25,000.00) to be used for immediate or emergency investigation activities or operations.

The second program, established on October 12, 1992, created the *Community Policing Office* (previously known as the Community Affairs Office). This function provides for Crime Prevention, Drug Education and School Resource Officer programs. As mentioned in the *Description* section, LETTF monies cannot include routine personnel costs and the funding herein reflects the operational components of this service.

The third program, approved on June 22, 1998, provides for a multi-year leasing of undercover vehicles for the ACT (*Anti-Crime Team*) program.

POLICE DEPARTMENT
Law Enforcement Trust Fund

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
OPERATING						
Professional Services	\$0	\$3,882	\$16,176	\$0	\$0	\$0
Contractual Services	1,050	2,216	10,550	25,000	25,000	25,000
Repairs & Maintenance	0	5,791	0	0	0	0
Rentals & Lease	68,107	(63,003)	2,867	27,587	27,587	27,587
Advertising & Promotions	2,582	0	0	0	0	0
Operating Supplies	14,239	15,120	2,247	0	0	0
<i>Total Operating Costs</i>	<i>\$57,500</i>	<i>(\$35,994)</i>	<i>\$31,840</i>	<i>\$52,587</i>	<i>\$52,587</i>	<i>\$52,587</i>
TOTAL EXPENSES	\$57,500	(\$35,994)	\$31,840	\$52,587	\$52,587	\$52,587

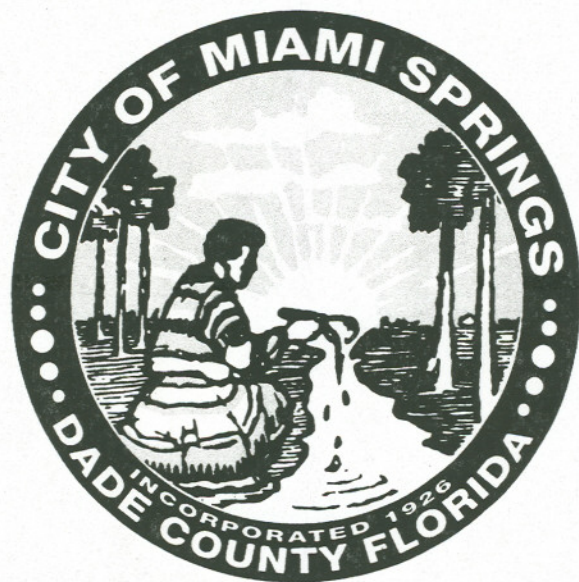
POLICE DEPARTMENT
Community Policing Office Budget

	FY 98/99 Actual	FY 99/2000 Actual	FY 2000-01 Amended	FY 2001-02 Dept Req	FY 2001-02 Adm Req	FY 2001-02 Adopted
OPERATING						
Professional Services	\$0	\$0	\$0	\$500	\$500	\$500
Contractual Services	0	0	0	5,000	5,000	5,000
Travel & Related Costs	0	0	0	5,500	5,500	5,500
Communications & Freight	0	0	0	1,500	1,500	1,500
Utility Services	0	0	0	0	0	0
Repairs & Maintenance	0	0	0	1,700	1,700	1,700
Rentals & Lease	0	0	0	14,418	14,418	14,418
Printing & Binding	0	0	0	5,000	5,000	5,000
Advertising & Promotions	0	0	0	4,800	4,800	4,800
Office Supplies	0	0	0	2,200	2,200	2,200
Operating Supplies	0	0	0	8,000	8,000	8,000
Liability Insurance	0	0	0	1,500	1,500	1,500
Dues, Memberships & Subsc.	0	0	0	1,000	1,000	1,000
Training & Education	0	0	0	11,000	11,000	11,000
ISF: Liability Insurance	0	0	0	0	0	0
ISF: Fleet Maintenance	0	0	0	0	0	0
ISF: Computers/Communications	0	0	0	0	0	0
<i>Total Operating Costs</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$62,118</i>	<i>\$62,118</i>	<i>\$62,118</i>
CAPITAL OUTLAY						
Improvements Other than Bldg	0	0	0	5,000	5,000	5,000
Machinery & Equipment	0	0	0	0	0	0
<i>Total Capital Outlay</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$5,000</i>	<i>\$5,000</i>	<i>\$5,000</i>
TOTAL EXPENSES	\$0	\$0	\$0	\$67,118	\$67,118	\$67,118

FINANCE DEPARTMENT
Grant Funds

	FY 98/99	FY 99/2000	FY 2000-01	FY 2001-02	FY 2001-02	FY 2001-02
	Actual	Actual	Amended	Dept Req	Adm Req	Adopted
PERSONNEL						
Salaries						
Part Time Year Round						
Payroll Taxes						
Pension & Retirement						
Health Insurance						
Workers' Compensation						
<i>Total Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING						
Professional Services				0	0	0
Contractual Services				200,000	200,000	200,000
<i>Total Operating Costs</i>	\$0	\$0	\$0	\$200,000	\$200,000	\$200,000
TOTAL EXPENSES	\$0	\$0	\$0	\$200,000	\$200,000	\$200,000

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**DEBT SERVICE
FUND**

DEBT SERVICE FUNDS
\$5,000,000 General Obligation Bonds
Series 1997

The Series 1997 Bonds were issued to provide a funding mechanism to: (1) finance the costs for the acquisition of the Miami Springs Golf and Country Club facility located within the municipal limits of the City from the City of Miami, Florida; (2) fund the necessary improvements required to update, improve and enhance the facility; (3) capitalize the first round of interest on the Series 1997 bonds; and (4) provide sufficient cash and working capital to pay certain costs and expenses related to the issuance of the Series 1997 Bonds as defined in the Bond Resolution.

The overall project set forth criteria identified and authorized by the City Council. These tasks included the acquisition of the golf course facility and renovation of the club house and grounds. The renovation projects include the rehabilitation of the holes with expanded landscaping. Also, the rehabilitation includes modernizing the clubhouse and adjacent facilities. Additionally, the project defined the renovation of the parking facilities, driveways, and common areas adjacent to the course including comprehensive lighting installations and/or replacement efforts, signage, and resurfacing of all right-of-ways.

The City closed on the purchase of the properties in October 1998. The initial deposit of \$300,000 was held in escrow and in October 1997, the property was purchased for the sum of \$3,000,000 from the City of Miami, Florida. During FY 1997-98, renovation projects were fully underway including landscape improvements, sidewalk and easement installations, parking facility and sign programs and other enhancements to the course.

Additional modifications to the facility include the "swapping" of the front and back "9", expansion to the kitchen and related facilities, comprehensive renovation to the clubhouse and banquet facilities, purchase of new furniture, fixtures and equipment.

The "AAA" rating for Standard and Poor's remains in place. Formal notification was given to the City subsequent to the adoption of the budget which identified the rating. Additional notation was provided which disclosed that the underlying rating of the bonds, "A" with a stable outlook with insurance, was enhanced to: "A" with a stable outlook regardless of insurance. This improved rating was based upon the unaudited financial report which projected a material unreserved general fund balance as of 9/30/98.

Debt service costs for this issue for FY 2001/2002 include \$221,295 for interest payable in two equal installments of \$110,648 each on February 1 and August 1, 2002; \$175,000 applied to the principle and scheduled for disbursement on August 2, 2002. Revenues to fund these expenditures are provided by subordinated, voter approved ad valorem levies of 0.6220 mills.

City of Miami Springs, Florida
\$5,000,000 General Obligation Bonds, Series 1997

SOURCES OF FUNDS

Series 1997 Bond Proceeds	\$5,000,000
Less: Original Issue Discount	(4,388)
Plus: Estimated Interest Earnings	99,457
<i>Total Sources of Funds</i>	<u>\$5,095,069</u>

USES OF FUNDS

Acquisition of Golf Course	\$3,135,000
Projected costs of improvements	1,600,000
Cost of issuance	117,061
Capitalized interest	199,258
Underwriters discount	43,750
<i>Total Uses of Funds</i>	<u>\$5,095,069</u>

DEBT SERVICE DISBURSEMENT SCHEDULE BY YEAR

Year End 9/30/xx	Principal	Interest	Total Debt Service costs
1998	-	\$224,351.88	\$224,351.88
1999	155,000.00	241,647.50	396,647.50
2000	160,000.00	235,267.50	395,267.50
2001	165,000.00	228,522.50	393,522.50
2002	175,000.00	221,295.00	396,295.00
2003	185,000.00	213,462.50	398,462.50
2004	190,000.00	205,117.50	395,117.50
2005	200,000.00	196,292.50	396,292.50
2006	210,000.00	186,860.00	396,860.00
2007	220,000.00	176,807.50	396,807.50
2008	230,000.00	166,175.00	396,175.00
2009	245,000.00	154,771.25	399,771.25
2010	255,000.00	142,518.75	397,518.75
2011	270,000.00	129,457.50	399,457.50
2012	285,000.00	115,511.25	400,511.25
2013	300,000.00	100,665.00	400,665.00
2014	315,000.00	84,667.50	399,667.50
2015	330,000.00	67,575.00	397,575.00
2016	350,000.00	49,555.00	399,555.00
2017	370,000.00	30,475.00	400,475.00
2018	390,000.00	10,335.00	400,335.00
Totals	\$5,000,000.00	\$3,181,330.63	\$8,181,330.63

DEBT SERVICE FUNDS
\$11,435,000 Utilities System Revenue
Refunding and Improvement Bonds, Series 1998

The 1998 Revenue Refunding and Improvement Bonds were sold in March 1998, to provide for a series of projects. The bonds were sold to finance the cost of acquiring, constructing, renovating, installing and equipping additions and improvements to the collection and transmission facilities of the Miami Springs Waste water (sewer) system. The additions and improvements include repair and rehabilitation to the sewer lines to mitigate storm water and groundwater infiltration and inflow into the System; improve the force main manifold system such as the introduction of new force mains, modernization efforts of the pump stations and related upgrades, performance enhancement efforts to ensure the reliability of the transmission of effluent to the County along with refinancing the approximately \$7,200,000 outstanding from the Series 1994 bonds.

The system had demonstrated continued deterioration. Aged over 25 years, the system required significant and material renovation efforts to ensure the reliability and safety of the system. After months of negotiations fell through related to the potential sale or transfer of the system to other governmental agencies, the City Council directed the administration to proceed with the sale of these bonds.

Subsequent to extensive study and research with the City's external engineers, Post Buckley Schuh & Jernigan, a report was prepared identifying 99 specific locations in the system for immediate repair. These repairs were listed in order of highest need. The projected costs to repair these areas amounted to just over \$4,200,000. While these repairs will not generate "savings", they will reduce costs. Accordingly, the engineers calculated costs required to repair these problems (bringing the system to approximately 70% of acceptable levels of loss). Correspondingly, these repairs will reduce the loss and, in the same light, reflect lower fees paid to the County for disposal costs. The initial estimates reported in the PBS&J report indicate that the 99 line repairs correspond to a potential reduction of \$1,600,000 in annual, recurring expenses paid to the County for disposal costs. The budget adopted for the current fiscal year estimates that wholesale disposal costs will be \$1,850,000. This represents a reduction in cost to the City of \$1,200,000 since FY 1997.

Debt service costs for this issue for FY 2001-2002 include \$500,265 for interest payable in two equal installments of \$250,132 each on March 1 and September 1, 2002; \$335,000 applied to the principle and scheduled for disbursement on September 1, 2002. All other operating costs related to day-to-day functions including personnel, operations, non-project capital, administrative and depreciation charges of the waste water (sewer) system are identified in the Sewer Operations Enterprise Fund and fully funded by projected user fees.

City of Miami Springs, Florida
\$11,435,000 Utility System Revenue Refunding Bond, Series 1998

SOURCES OF FUNDS

Series 1998 Bond Proceeds	\$11,435,000
Less: Original Issue Discount	(146,112)
Plus: Estimated Interest Earnings	169,629
Transfer from Reserve Fund for prior bonds	844,590
<i>Total Sources of Funds</i>	<u><u>\$12,303,107</u></u>

USES OF FUNDS

Deposit to escrow fund (SLGS)	\$7,506,914
Cost of capital improvements	4,370,000
Cost of issuance	279,825
Underwriters discount	146,368
<i>Total Uses of Funds</i>	<u><u>\$12,303,107</u></u>

DEBT SERVICE DISBURSEMENT SCHEDULE BY YEAR

Year End 9/30/xx	Principal	Interest	Total Debt Service costs
1998	-	\$178,895.83	\$178,895.83
1999	295,000.00	536,687.50	831,687.50
2000	310,000.00	525,625.00	835,625.00
2001	320,000.00	513,225.00	833,225.00
2002	335,000.00	500,265.00	835,265.00
2003	350,000.00	486,362.50	836,362.50
2004	360,000.00	471,662.50	831,662.50
2005	375,000.00	456,362.50	831,362.50
2006	395,000.00	440,050.00	835,050.00
2007	410,000.00	422,670.00	832,670.00
2008	430,000.00	404,425.00	834,425.00
2009	450,000.00	385,075.00	835,075.00
2010	470,000.00	364,825.00	834,825.00
2011	490,000.00	343,440.00	833,440.00
2012	515,000.00	320,410.00	835,410.00
2013	540,000.00	295,690.00	835,690.00
2014	565,000.00	269,500.00	834,500.00
2015	595,000.00	241,250.00	836,250.00
2016	620,000.00	211,500.00	831,500.00
2017	655,000.00	180,500.00	835,500.00
2018	685,000.00	147,750.00	832,750.00
2019	720,000.00	113,500.00	833,500.00
2020	755,000.00	77,500.00	832,500.00
2018	795,000.00	39,750.00	834,750.00
Totals	\$11,435,000.00	\$7,926,920.83	\$19,361,920.83



APPENDIX

POSITION CLASSIFICATION AND PAY PLAN

FISCAL YEAR 2001-2002

GENERAL & EXEMPT EMPLOYEES

POSITION	PAY GRADE	PAY RANGE	
		MINIMUM	MAXIMUM
MAINTENANCE WORKER I	8	18,364	27,229
CLERICAL ASSISTANT	9	18,859	27,965
RECREATION LEADER II	9	18,859	27,965
AUTOMOTIVE SERVICE WORKER	10	19,330	28,662
EQUIPMENT OPERATOR	10	19,330	28,662
REFUSE COLLECTOR	10	19,330	28,662
TREE TRIMMER	10	19,330	28,662
UTILITY SERVICE WORKER I	10	19,330	28,662
REFUSE TRUCK DRIVER	13	20,817	30,867
HEAVY EQUIPMENT OPERATOR	14	21,338	31,643
PARKING ENFORCEMENT OFFICER	14	21,338	31,643
UTILITY SERVICE WORKER II	14	21,338	31,643
ADMINISTRATIVE ASSISTANT I	15	21,870	32,433
MATERIALS MANAGEMENT CLERK	15	21,870	32,433
POLICE ADMINISTRATIVE SPECIALIST I	15	21,870	32,433
UTILITY SERVICE WORKER III	15	21,870	32,433
FINANCE CLERK I	16	22,416	33,245
FINANCE CLERK II	18	23,549	34,928
AUTOMATED EQUIPMENT OPERATOR	19	24,141	35,803
BUILDING MAINTENANCE CREW LEADER	19	24,141	35,803
POLICE DISPATCHER I	19	24,141	35,803
AUTOMOTIVE MECHANIC	20	24,745	36,698
POLICE DISPATCHER II	21	25,360	37,614
ADMINISTRATIVE ASSISTANT II	22	25,997	38,551
FINANCE CLERK III	22	25,997	38,551
PARKS MAINTENANCE FOREMAN	22	25,997	38,551
SANITATION FOREMAN	22	25,997	38,551
ADMINISTRATIVE ASSISTANT III	24	27,313	40,503
AUTOMOTIVE MECHANIC FOREMAN	24	27,313	40,503
DEPUTY CITY CLERK	24	27,313	40,503
HUMAN RESOURCES SPECIALIST	24	27,313	40,503
POLICE ADMINISTRATIVE SPECIALIST II	24	27,313	40,503
WATER & SEWER FOREMAN	24	27,313	40,503
CODE ENFORCEMENT OFFICER	25	27,993	41,517
POLICE SENIOR ADMINISTRATIVE SPECIALIST	25	27,993	41,517
EXECUTIVE SECRETARY	26	28,693	42,555
POLICE COMMUNICATIONS SUPERVISOR	26	28,693	42,555
ARBORIST	28	30,149	44,706
MASTER ELECTRICIAN	28	30,149	44,706
OPERATIONS SUPERVISOR	28	30,149	44,706
RECREATION PROGRAMS COORDINATOR	28	30,149	44,706
* ASSISTANT PARKS & RECREATION DIRECTOR	33	34,112	50,583
* SOCIAL SERVICES DIRECTOR	33	34,112	50,583
* STAFF ACCOUNTANT	33	34,112	50,583
* ASSISTANT PUBLIC WORKS DIRECTOR	37	37,650	55,835
* HUMAN RESOURCES DIRECTOR	37	37,650	55,835
* SYSTEMS MANAGER	37	37,650	55,835
* ASSISTANT FINANCE DIRECTOR	40	40,544	60,129
* BUILDING OFFICIAL	40	40,544	60,129
* PARKS & RECREATION DIRECTOR	40	40,544	60,129
* CITY PLANNER	44	44,753	66,370
* POLICE LIEUTENANT	44P	48,300	70,222
* POLICE CAPTAIN	46P	50,744	73,780
* ASSISTANT CITY MANAGER	48	49,399	73,258
* FINANCE DIRECTOR	48	49,399	73,258
* PUBLIC SERVICES DIRECTOR	50	53,457	81,237
* CHIEF OF POLICE	50P	56,009	81,439

* Exempt from overtime/compensatory time in accordance with FLSA

Effective 10/1/01 - Rev. 11/1/01

GLOSSARY OF FUNDS//KEY TERMS

GENERAL: To account for all financial resources except those required to be accounted for in another fund, usually this applies to funds used for normal, day-to-day operating purposes.

SPECIAL REVENUE: To account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capital projects) that are legally restricted to expenditures for specified purposes.

CAPITAL PROJECTS: To account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds, special assessment and trust funds); usually funded through the sale of bonds or other capital financing methods.

DEBT SERVICE: To account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

SPECIAL ASSESSMENT: To account for the financing of public improvements or services deemed to benefit the properties against which special assessments are levied.

ENTERPRISE: A series of accounts grouped to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses including depreciation) of providing goods or services to the general public on a continuing basis, are financed or recovered primarily through user charges. City finds are: Water, Sewer, Sanitation, Stormwater, and Golf Course operations.

INTERNAL SERVICE: To account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental units, on a cost-reimbursement basis. City operations included in this category are: Telecommunications, Fleet Maintenance and Liability Insurance.

TRUST AND AGENCY: To account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, or other governmental units, and/or other funds. These include the following funds: (a) Expendable Trust; (b) Nonexpendable Trusts; (s) Pension Trust; and (d) Agency.

AD VALOREM TAXES: Taxes paid on the fair market value of land, buildings, and business inventory and equipment. Used to fund general operations and debt service. See also "Millage Rate".

APPROPRIATION: Money allocated by the City Commission for a specific purpose.

BOND FUNDS: Proceeds from the sale of bonds for use in construction of capital facilities. (Sometimes referred to as Capital Projects Funds). May be General Obligation or Revenue Bonds.

BUDGET: A balanced fiscal plan of programs, services, and construction projects funded within available revenues, bounded within a specific period of time, usually twelve months. A balanced budget is a fiscal plan in which revenues equal expenditures.

FISCAL YEAR: The fiscal year for the City of Miami Springs begins October 1, and ends on September 30.

FUND: A group of appropriations treated as an entity to meet legal requirements of Generally Accepted Accounting Principles.

FUND BALANCE: The equity or net worth of a general or trust resulting from the residual or excess earnings over expenditures from the operations of the agency. These funds, similar to retained earnings of proprietary funds, may be appropriated directly to operating expenditures in order to support the fund.

GOAL: the primary purpose for which a unit of government exists. A goal reflects an ideal condition or mission statement and is always stated in general terms. Specific objectives further the attainment of a goal.

LOCAL GOVERNMENT 1/2 CENT SALES TAX: The value of 1/2 cent of the State sales tax, which is returned to the county of collection and shared by the county and its constituent cities on the basis of population.

LOCAL OPTION GAS TAX: A tax levy of up to six cents on each gallon of motor and special fuels sold, which may be imposed by Miami-Dade County in accordance with State Law, and which is shared with the cities in the County, including the City of Miami Springs.

MILLAGE RATE: One mill equals \$1.00 of tax for each \$1,000.00 of property value.

OBJECTIVES: Measurable and specific accomplishments which work towards fulfilling a goal or area of responsibility. Objectives are usually expressed as quantified service levels to be provided to the public during a specific time period.

OPERATING BUDGET: A balanced fiscal plan for providing governmental programs and services for a single fiscal year.

OPERATING EXPENDITURES: All costs associated with the general operation of a given department. These costs include Professional Services, Electricity, Repair/Maintenance Supplies, Office Supplies, Local Mileage, etc.

PERSONNEL SERVICES: All costs associated with salaries, fringes, and other related employee benefits.

PRIOR YEAR ENCUMBRANCES: Outstanding obligations to purchase goods and/or services which existed at fiscal year end, reserved in fund balance or retained earnings of all applicable funds, and reappropriated at the beginning of the consecutive fiscal year.

PRIVATIZATION: Contracting with a private sector entity to deliver services usually provided by the public sector. This transfer of responsibilities usually results in savings to the public sector.

PROPERTY TAXES: Taxes paid on the assessed or "just" value of land, buildings, business inventory or equipment.

RETAINED EARNINGS: The accumulated income earned less the costs incurred during operations and transfers out resulting in the net worth of the fund. Retained Earnings, like Fund Balance, may be appropriated to support the operations of the fund.

REVENUE: Income derived from taxes, fees, and charges. In the broader sense, "revenue" refers to all government income, regardless of source, used to fund services.

ROLLED BACK MILLAGE RATE: That millage rate which will provide the same property tax levy as was levied during the previous fiscal year, exclusive of levies on new construction, additions to structures, deletions and property added due to geographic boundary changes.

STATE REVENUE SHARING: Funds distributed by formula to local governments with few or no limits on the purposes for which funds may be used.